



MINUTES

Ad Hoc Committee on Downtown Revitalization

Friday, May 14, 2004 – 8:00 a.m.

Tenth Floor Conference Room

City Hall

Call To Order

Councilmember Jeffries called the meeting to order at 8:00 a.m.

Roll Call

Council President Brian Jeffries, Chair
Councilmember Sandy Allen, Member – excused absence
Councilmember Geneva Smith, Member
Councilmember Carol Wood, Member

Others Present

Kevin McKinney, PSD Board of Directors
Patricia Cook, EDC
Kevin Green, PSD
Matt Weingarden, PSD
Barb Hicks, PSD
David Hayhow, PSD Board of Directors
Todd Cook, LRCC
Mark Latterman, representing downtown merchants
David Wiener, Mayor's Office
Tina Gallante, Council Staff

Public Comment on Agenda Items

Taken at time of agenda item.

Approval of Minutes

No minutes were acted upon.

DISCUSSION/ACTION

PSD

A brief overview of the PSD was given which included some of the changes that occurred over the years. Councilmember Jeffries brought up the fact there has been a lot of discussion on downtown maintenance issues within the PSD and felt an overall discussion to pinpoint some of the main concerns could begin dialog on solving some of the issues.

Mr. McKinney reported he chairs the maintenance committee. When they last went out for the RFP, they solicited over 100 companies and only received a handful of responses. They have gone through three contractors now, and have now attempted to try different approaches on the maintenance.

Mr. Green reviewed the financial impact of the maintenance budget as a result of not having an increase. Ms. Cook reviewed some of the history of the maintenance of the downtown committee. The City had to set up an ad hoc committee in order to participate in national revitalization funds available for downtowns. The goal and objective is that if contractors changed, there would be goals and objectives in place, which is what is before the Committee today.

Mr. Green reviewed the maintenance task schedule. They believe the key period is to move forward with the current bidding process. Mr. McKinney responded they did not anticipate the living wage. Councilmember Jeffries stated that the PSD is subject to the living wage. Mr. Green indicated there are six employees represented within the contract.

Councilmember Jeffries spoke on the trip that was taken by some of the Councilmembers to Grand Rapids. They were amazed by the cleanliness and façade improvements to the City. Was this a combined effort with the City and someone else? Mr. Green reported they do not yet know for

sure, but are of the understanding it is a dual effort between the City and someone else.

Councilmember Smith expressed her concern on the snow removal in the downtown area, especially around the parking meters. Ms. Cook noted that two separate entities are responsible for snow removal, the Public Service Department and the PSD, which sometimes conflict with each other. Councilmember Smith indicated that this City should be clean, if the contractor is not doing what they are suppose to be doing, they should be let go and get someone else. As the capital City we should do a better job at inviting people to come downtown. When she has spoken to downtown business owners, some have indicated they would be willing to pay a little more money to ensure its cleanliness, while there are others who are not satisfied at all with the PSD.

Ms. Cook reported they do not have the standard for what is needed, but the new contract will address those needs.

Mr. Latterman stated that in terms of the cost of the maintenance, his group recognizes there has been no increase in the assessment, and they acknowledge that does need to be looked at. In an appropriate structure, his clients would be willing to pay more because they recognize there is a problem.

Councilmember Jeffries questioned if there was any more money out of the \$250,000 that went to the Capital regional? Ms. Cook reported she does not believe so and cited some of the other matters that the money was used for out of the grant.

Are there any other grants available? Mr. Green reported there has not been a single community that has discussed use of grant funds for maintenance, they are just not available.

Mr. Cook, from the Lansing Regional Chamber of Commerce, commented there would have to be a plan as to how the money was going to be spent. It is a matter of how the PSD is going to move forward and that they not seen as an entity all by itself.

Mr. McKinney commented he hopes the Committee understands the PSD is trying to maintain a high standard. It is a constant, very labor intensive, monitoring effort on the part of the PSD staff to ensure the contractor is doing what they should be.

Councilmember Jeffries stated that he does not feel anyone at the table should have the belief that with the amount of money in this, clearly the money currently spent on maintenance is not sufficient to get the job

done. If we maintain the maintenance agreement at this amount, the services will continue to go down. We need to look at what the expectations are. He would like to know what the people downtown are thinking. First, determine what is the level of service the people would be satisfied with, then figure out what the cost is going to be and ascertain if there is support to fund it.

Mr. Cook commented there are a lot of shareholders downtown that have a number of concerns and he feels it would make sense to get all the issues out at once. Ms. Cook commented this causes her some concern, because it is the first time his group has voiced that there are other issues. Mr. Cook reported the other concerns are items the PSD may not be able to solve alone. Ms. Cook has seen how the PSD has become tied-in with EDC and the entire vision of downtown.

Mr. Latterman stated the smaller businesses need to be addressed by the larger businesses are paying the brunt. He feels the PSD is taking on too much for their budget. Concentration of retention of business should be addressed.

Mr. McKinney stated it would be helpful to articulate those concerns. He has spoken with many of Mr. Latterman's clients who have indicated they do support the PSD. The PSD started out doing special events, and then they realized they had to have a vision; the blue print of which to move forward. They are doing a retention program and their services are very fluid. They are responsive to their shareholders.

Councilmember Smith commented she knows that some of the business owners have an issue with the PSD marketing. Mr. McKinney then asked that she share those concerns with the PSD on a regular basis. He has heard some of those concerns, but not from her before.

Mr. Hayhow added that their PSD committee is made up of the shareholders. The decisions they make are driven by that constituency. The only way the PSD can address concerns, is if they are communicated to them. They welcome any comments any time, but they need to know about them.

Councilmember Jeffries recapped some of the concerns addressed:

- Maintenance issues.
- Marketing efforts.
- Retention efforts.
- Structure of the PSD, whether it is part of the City or not.
- The assessment.
- Communication of issues and concerns.
- Where the PSD does fit in with the vision and development of the downtown?
- What should the State's share be and their roll?
- Convention Visitor's Bureau funding.

Mr. Wiener added that the common goal is a healthy downtown and to explore and learn ideas together. He urges not to get too negative because he does feel there is a good structure.

Councilmember Jeffries questioned the Convention Visitors Bureau funding. Mr. McKinney reported he is on the board now, but was not when they pulled out of the program. He feels it is worthy of revisiting that issue.

Mr. Wiener spoke on other issues that are ongoing which is developing the downtown as an entertainment district, Cool Cities, and strengthening the arts.

Mr. Latterman offered that the issue of the State is important and would offer his assistance in resolving it.

Councilmember Jeffries reported he will get the information outlined and call another meeting.

ADJOURN

The meeting was adjourned at 9:40 a.m.

Tina M. Gallante
Senior Legislative Assistant
Lansing City Council

Approved by the Committee on 6.15.04

Appropriate documents attached to original set of minutes.



MINUTES

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City Hall

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Ms. Cook reported they do not have the standard for what is needed, but the new contract will address those needs.

Mr. Latterman stated that in terms of the cost of the maintenance, his group recognizes there has been no increase in the assessment, and they acknowledge that does need to be looked at. In an appropriate structure, his clients would be willing to pay more because they recognize there is a problem.

Councilmember Jeffries questioned if there was any more money out of the \$250,000 that went to the Capital regional? Ms. Cook reported she does not believe so and cited some of the other matters that the money was used for out of the grant.

Are there any other grants available? Mr. Green reported there has not been a single community that has discussed use of grant funds for maintenance, they are just not available.

Mr. Cook, from the Lansing Regional Chamber of Commerce, commented there would have to be a plan as to how the money was going to be spent. It is a matter of how the PSD is going to move forward and that they not seen as an entity all by itself.

Mr. McKinney commented he hopes the Committee understands the PSD is trying to maintain a high standard. It is a constant, very labor intensive, monitoring effort on the part of the PSD staff to ensure the contractor is doing what they should be.

Councilmember Jeffries stated that he does not feel anyone at the table should have the belief that with the amount of money in this, clearly the money currently spent on maintenance is sufficient to get the job done. If

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Tina M. Gallante
Senior Legislative Assistant
Lansing City Council

Approved by the Committee on _____.

Appropriate documents attached to original set of minutes.

MAY-20-2004 23:27

LANS CITY COUNCIL



Brian - Take a look @
these when you have
a chance & let me
know - Thank
5/19 Ting

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Kevin Green, PSD
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Todd Cook, LRCC
Mark Latterman, Citizen
David Wiener, Mayor's Office
Tina Gallante, Council Staff

DRAFT

Public Comment on Agenda Items

Taken at time of agenda item.

Approval of Minutes

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DISCUSSION/ACTION

PSD

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Mr. McKinney reported he chairs the maintenance committee. When they last went out for the RFP, they solicited over 100 companies and only received a handful of ~~interested parties~~. They have gone through three contractors now, and have now attempted to try different approaches on the maintenance.

~ responded ~

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Mr. Green reviewed the maintenance task schedule. They believe the key period is to move forward with the current bidding process. Mr. McKinney responded they did not anticipate the living wage. Councilmember Jeffries, ~~is definitely within~~ the living wage. Mr. Green indicated there are six employees represented within the contract.

~ subject to

~ stated that the PSD

Councilmember Jeffries spoke on ~~the company from Grand Rapids and~~ the trip that was taken by some of the Councilmembers. They were amazed by the cleanliness and façade improvements to the City. Was this a combined effort with the City and someone else? MR. Green reported

~ to Grand Rapids.

they do not yet know for sure, but are of the understanding it is a dual effort between the City and someone else.

that Councilmember Smith expressed her concern on the snow removal in the downtown area, especially around the parking meters. Ms. Cook spoke *sometimes with* *Noted* on two separate entities ~~that~~ are responsible for snow removal, the Public Service Department and the PSD, which conflict each other. Councilmember Smith indicated that this City should be clean, if the contractor is not doing what they are suppose to be doing, they should be let go and get someone else. As the capital City we should do a better job at inviting people to come downtown. When she has spoke *to* to downtown business owners, ~~and~~ some have indicated they would be willing to pay a little more money to ensure its cleanliness, while there are others who are not satisfied at all with the PSD.

Ms. Cook reported they do not have the standard for what is needed, but the new contract will address those needs.

Mr. Green *affirmation* *stated that* *in the assessment* in terms of the cost of the maintenance, his group recognizes there has been no increase, and they acknowledge that does need to be looked at. In an appropriate structure, his clients would be willing to pay more because they recognize there is a problem.

Councilmember Jeffries questioned if there was any more money out of the \$250,000 that went to the Capital regional? Ms. Cook reported she does not believe so and cited some of the other matters that the money was used for out of the grant.

Are there any other grants available? Mr. Green reported there has not been a single community that has discussed *use of* *any grants available*, especially for maintenance, they are just not available. *FINES*

from the Lancive Regional Chamber of Commerce Ms. Cook commented there would have to be a plan as to how the money was going to be spent. It is a matter of how the PSD is going to move forward and that they are not seen as an entity all by itself.

Mr. McKinney commented he hopes the Committee understands the PSD is trying to maintain a high standard. It is a constant, very labor intensive, monitoring effort on the part of the PSD staff to ensure the contractor is doing what they should be.

stated Councilmember Jeffries expressed his concern ~~in terms~~ that he does not feel anyone at the table should have the belief that with the amount of money, ~~in this~~, clearly the money has not been there to perform a sufficient job that needs to be done. If we maintain the maintenance agreement at this amount, the services will continue to go down. ~~He does~~ *then*

currently spent on maintenance is sufficient to get the job done.

DRAFT

MAY-20- 2004 23:27

LANS CITY COUNCIL

1 517 483 7630 P.04/11

Let's get the assessment done
~~not have the expectation of opening up the assessment process. He would be very concerned about throwing the idea out and reinventing something new. We need to look at what the expectations are. He would like to know what the people downtown are thinking. What is the level of service the people would be satisfied with and then figure out what the cost is going to be.~~
From the question if there is support to fund it.

Mr.

Mr. Cook commented there are a lot of shareholders downtown that have a number of concerns and he feels it would make sense to get all the issues out at once. Ms. Cook commented she is curious because it is the first time his group has voiced there are other issues. Mr. Cook reported the other concerns are items the PSD may not be able to solve alone. Ms. Cook has seen how the PSD is tied in with EDC and the entire vision of downtown. ~~She sees the slide of possible concerns going into her charge which she is concerned about.~~

Mr. Latterman stated the smaller businesses need to be addressed but the larger businesses are paying the brunt. He feels the PSD is taking on too much for their budget. Concentration of retention of business should be addressed.

Mr. McKinney stated it would be helpful to articulate those concerns. He has spoke to many of Mr. Latterman's clients who have indicated they do support the PSD. The PSD started out doing special events, and then they realized they had to have a vision; the blue print of which to move forward. They are doing a retention program and their services are very fluid. They are responsive to their shareholders.

Councilmember Smith commented ~~being the representative for this area~~, she knows that some of the business owners have an issue with the PSD marketing. Mr. McKinney asked that she share those concerns with the PSD on a regular basis. He has heard some of those concerns, but not from her before.

by that
The shareholders
 Mr. Hayhow added that their PSD committee is made up of ~~their~~ ~~constituency~~. The decisions they make are driven ~~that~~ constituency. The only way the PSD can address concerns, is if they are communicated to them. They welcome any comments any time, but they need to know about them.

MAY-20-2004 23:28

LANS CITY COUNCIL

Councilmember Jeffries recapped some of the concerns addressed:

- Maintenance issues.
- ~~What is it that the PSD is and is not expected to do?~~ *the role of the PSD is to be a catalyst*
- Marketing efforts,
- Retention efforts, *PSD*
- Structure of the group, whether it is part of the City or not.
- ~~Element of control over the assessment.~~
- Communication of the groups, *SSOs and concerns*
- *Where* How do the PSD and CDC fit in with the vision and development of the downtown? *do*
- What ~~could be~~ the State's share and their roll? *be*
- ~~Residential/loft living~~ *should* • Convention Visitors Bureau Funding.

Mr. Wiener added that the common goal is a healthy downtown and explore and learn ideas together. He urges not to get too negative because he does feel there is a good structure.

Councilmember Jeffries questioned the Convention Visitors Bureau funding. Mr. McKinney reported he is on the board now but was not when they pulled out. He feels it is worthy of revisiting that issue.

Mr. Wiener spoke on other issues that are ongoing which is developing the downtown as an entertainment district, Cool Cities, and strengthening the arts.

Mr. Latterman offered that the issue of the State is important and would offer his assistance in ~~discussion on it~~ *revolving it*.

Councilmember Jeffries reported he will get the information outlined and call another meeting.

ADJOURN

The meeting was adjourned at 9:40 a.m.

Tina M. Gallante
Senior Legislative Assistant
Lansing City Council

Approved by the Committee on _____

Appropriate documents attached to original set of minutes.

- Public Service ~~HO~~
 - Assembly materials
 - Map of PSD District
 - Mountain K. Cost *DOO RITE*
 - ~~SSO~~ *SSO*
 - ~~Assembly~~
- all items downtown downtown*
collect up items
11/15/2004



AGENDA

**Ad Hoc Committee on Downtown Revitalization
Friday, May 14, 2004 – 8:00 a.m.
Tenth Floor Conference Room, City Hall**

**Councilmember Brian Jeffries, Chair
Councilmember Carol Wood, Member
Councilmember Geneva Smith, Member
Councilmember Sandy Allen, Member**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT ON AGENDA ITEMS**
- 4. DISCUSSION/ACTION:**
 - A. PSD**
 - B. Other**
- 5. ADJOURN**

** add
residential / logo*



PRINCIPAL SHOPPING DISTRICT

The impact of the Rate of Inflation and Cost of Living from January 1994 – December 2003 upon the \$250,000 PSD Maintenance Budget:

Rate of Inflation January 1994 – December 2003 = 26.06%*

Maintenance Budget = \$250,000 x .2606% = \$65,150

Cost of Living Increase January 1994 – December 2003 = 25.71%**

Maintenance Budget = \$250,000 x .2571% = \$64,275

Combined Rate of Inflation + Cost of Living Increase January 1994 – December 2003 =

\$129,425

* Inflation Rate Calculator – InflationData.com

** American Institute for Economic Research

MALL MAINTENANCE COMMITTEE

Murray Britton

City of Lansing – Management Svcs.
124 W. Michigan Avenue, 1st Floor
Lansing, MI 48933
483-4465 Work
483-7615 Fax

Kevin McKinney

McKinney & Associates
216 N. Walnut
Lansing, MI 48933
487-2811 Work
484-3332 Fax

Paul Dykema

Dept. of Parks & Rec.
717 E. Shiawassee
Lansing, MI 48912
483-4206 x-2 Work
377-0047 Fax

Mark TerHaar

Lansing City Market
333 S. Cedar Street
Lansing, MI 48912
483-7460 Work

Jeff Padden

Public Policy Associates
110 Pere Marquette, Ste. 1C
Lansing, MI 48912
485-4477 Work
485-4488 Fax

Samuel Bachelor

Gentilozzi Real Estate
201 N. Washington Sq.
Lansing, MI 48933
371-3230 Work

Sara Gower

Sara's' Lunchbox
119 S. Washington Sq.
Lansing, MI 48933
374-1080 Work
374-1081 Fax

Terry Stubblefield

Mr. Toad's Paper Co.
134 So. Washington
Lansing, MI 48933
484-2634 Work

Patrick Talty

VP of Operations
333 E. Michigan Avenue
Lansing, MI 48933
483-7400 Work
483-7430 Fax

Kelly Johnson

SBC
Area Manager/Property Management
221 N. Washington, Room 301
Lansing, MI 48933
334-1056

MAINTENANCE MONITORS
NOVEMBER 2002

"Quality Assessment term"

Ronn Blodgett **482-2333**
The Mole Hole
234 S. Washington Sq.
Lansing, MI 48933

Michael Glasscoe **482-0869**
Michael G's Hair Company
111 S. Washington
Lansing, MI 48933

Jeff Padden **485-4477**
Public Policy Associates
119 Pere Marquette, Ste. 10
Lansing, MI 48912

Sam Bachelor **371-3230**
Gentilozzi Real Estate
201 N. Washington Sq., Ste. 900
Lansing, MI 48933

Mike Bruce **371-5205**
Insty Prints Downtown
209 S. Washington Sq.
Lansing, MI 48933

H.A. Welch **482-7813**
Capitol Fur Company
408 S. Washington Sq.
Lansing, MI 48933

Terry Stubblefield **484-2634**
Mr. Toad's paper Company
134 S. Washington Sq.
Lansing, MI 48933

Patrick Talty **483-7400**
LEPFA - V.P. Operations
333 E. Michigan Ave.
Lansing, MI 48933

Scott Keith **483-7456**
LEPFA
333 E. Michigan Ave.
Lansing, MI 48933

Murray Britton
City of Lansing - Mgmt Svcs
124 W Michigan Ave, 1st floor
Lansing MI 48933

John. Green
City of Lansing Financial Office
124 W Michigan, 8th Floor
Lansing MI 48933

Kelly Johnson
SBC
221 N. Washington, Room 301
Lansing MI 48933

Noah Belanger
Peckham - Custodial Services Manager
2822 N Martin Luther King Jr. Blvd.
Lansing MI 48906-2923

Patrick Talty
VP of Operations
333 E. Michigan
Lansing MI 48933

Brian Bushviakovich
Romanow Building Services
527 E Grand River
Lansing MI 48906

Bruce Turner, CBSE
Romanow Building Services
527 E Grand River Ave.
Lansing MI 48906-4420

Sid Worthington
Worthington Landscaping
619 W Ionia
Lansing MI 48933

Marty Riel
Building Maintenance Division
621 E Hazel
Lansing MI 48910

Mail Maintenance Contract Review Subcommittee.



PRINCIPAL SHOPPING DISTRICT

RECEIVED
ON FEB - 5 PM 2:48
LANSING CITY CLERK

IX A4

February 5, 2004

Debbie Miner
Lansing City Clerk
124 W. Michigan Ave
Lansing, MI 48933

Dear Ms. Miner,

Attached is a copy of the Principal Shopping District's 2003 Annual Report for your review and files. I feel the information contained within the report presents a strong overview of the PSD's accomplishments, services and programs. If you prefer an electronic format, please contact the PSD Office and staff will provide you with a PDF version of the report.

If you have any other questions or concerns regarding the report, please contact the PSD Office and they will assist you immediately. Additionally, I am available to help as well.

Sincerely,

Kevin McKinney
Chair, PSD Board of Directors

RECEIVED
OFFICE-5 PM 2:
LANSING CITY CLERK



Principal Shopping District
Annual Report
2003

January 20, 2003

Reflecting on the last year, the amount of change within the Principal Shopping District (PSD) is astounding. To refer to the area as stale is to have missed a year filled with a growing number of restaurant and retail establishments, high-profile events and renewed interest in downtowns from the state. Our one constant being member commitment, with 60 business and property owners serving on boards and committees.

This year has witnessed successful ventures with the expansion of Sculpture in the Streets, improved cooperative advertising opportunities, the Lansing Incentive Program (LIP), and a direct advertising partnership with the Michigan Department of Management and Budget. PSD has also seen a number of personnel changes. After hiring a new marketing manager in late June, a new executive director search began in early December. Although past staff members are missed, new staff bring renewed energy and enthusiasm. The board also added four non-voting advisory members: Joseph Chin, Department of Management and Budget; Robert Fish, Beaners Gourmet Coffee; Eric Rosekrans, CBRE-Martin; and Vincent Villegas, Briarwood Realtors. These additional voices provide unique insight in crafting board priorities and objectives.

As we move to expand our strategic plan into 2004, we are enthusiastic to continue working with Downtown and Old Town Lansing stakeholders. The Principal Shopping District exists to serve the business community and expand opportunities for growth. On behalf of the PSD Board of Directors, we are prepared for another dynamic year for business in the district.

Sincerely,

Kevin McKinney
PSD Board Chair

PSD HISTORICAL DATES

1974: The City of Lansing creates Washington Square Mall Advisory Board and begins collecting an assessment for maintenance on the North Washington Square Mall.

1978: The City of Lansing expands maintenance to include South Washington Square.

1980-90: Numerous groups form to address revitalization in downtown and Old Town. Concerns are raised regarding mall maintenance and snow removal.

1993: As a consequence of downtown decline, a private initiative, headed by Lansing 2000, to revitalize the core city began in earnest. A coalition of groups provide funding for "Downtown Lansing" to streamline efforts.

1994: A committee is established to explore the feasibility of creating a permanent entity devoted to the core city.

1995: A Lansing Principal Shopping District proposal is supported by a number of organizations, including the Downtown Business Association, Lansing Economic Development Corporation, Lansing Regional Chamber of Commerce, and Old Town Commercial Association.

1996: The Lansing PSD is formally created and begins serving the business community.

PSD Executive Summary

in addition to maintaining 1,260,184 sq. ft. of sidewalk and 46,872 sq. ft. of grass (a surface area of 30 acres), the PSD promotes and advocates on behalf of district businesses in a variety of ways.

- **Business Expansion/Recruitment**
 - Created Lansing Incentive Program (LIP)
 - Awarded five \$3,000 grants
 - Four grants in Downtown area
 - One grant in Old Town area
- **Cooperative Advertising**
 - PSD matched merchants to buy \$30,000 in television ad time
 - Twenty-two businesses participated
 - Commercials ran 660 times with a total airtime of over 5 ½ hours
- **Downtowner Partnership**
 - Secured partnership with Michigan Department of Management and Budget to distribute a "Downtowner" bulletin
 - Bulletin features downtown sales, specials and events
- **Monthly Newsletter to Shareholders**
 - Principal Source is mailed to over 1,000 PSD businesses, property owners and stakeholders
 - Features programs, services and events
- **Success Team Service**
 - PSD offers peer-advising sessions to new and existing businesses.
 - Assisted three businesses with a five-hour total interview and follow-up session
- **PSD Website – www.lansingpsd.com**
 - Serviced 4,000 visitors to the website
 - Features popular *events calendar*, with visits doubling from Oct. to Dec.
- **Town Hall Forum Series**
 - Average attendance of 40 participants
 - Topics included: *Parking, Capitol Loop, and Meet the Candidates*
- **Sculpture in the Streets**
 - Attracted thousands of visitors and high-profile attention to downtown
 - Raised \$25,000 in last two years
 - Secured partnership with the Lansing Art Gallery and General Motors for 2004
- **New Gift Certificate Program**
 - Offer certificates online or via telephone
 - Over \$7,000 redeemed by 2001
 - Participants include all interested district businesses
- **Contributions**
 - \$11,000 to Old Town Commercial Association
 - \$4,000 to Silver Bells in the City
 - \$2,000 for event mini-grants: Blues Fest, Jazz Fest, Michigan Pride, Michigan Parade
- **Business Over Breakfast**
 - Held monthly for information exchange
 - Annual participation of 320 shareholders
 - Nine businesses served as sponsors
- **Real Estate Database**
 - Maintained listing of available real estate
 - Conducted prospective business owners on guided tours of District
- **Business Directory**
 - Distributed 7,000 business directories
 - Updated directories quarterly
- **Mystery Shopper Service**
 - Provided free to district businesses for service evaluation
 - Coordinated reporting process for numerous downtown businesses
- **Committee Participation**
 - PSD had six active committees with over 50 business and property owners involved

Principal Shopping District RETENTION/BUSINESS SERVICES

The PSD Board has created numerous services to make the district an attractive place to do business. It is a priority to identify and resolve problems quickly, if not before they arise. PSD works to maintain a clean environment and offer many modes of communication for information exchange.

COORDINATE MAINTENANCE

The PSD Maintenance Committee, made up of 8 PSD business owners, monitors a downtown maintenance contract responsible for sidewalk cleanup, berm care and sidewalk snow removal. This is renegotiated every three years. **This entails maintaining 1,260,184 sq/ft of paved sidewalks and 46,872 sq/ft of grass or a total surface area of 30 acres.** The committee also reviews reports from Maintenance Monitors who rate upkeep in the district. Throughout 2003, **PSD staff attended to 63 direct business complaints** ranging from property damage to excessive ice and snow removal.

MANAGE DOWNTOWN PERMITS

The PSD Permit Advisory Committee

assists in coordinating permits for businesses that use downtown sidewalks, special events, street vendors and charitable solicitors. **This year 45 permits were processed via the PSD office**, with over two-thirds of those for businesses using the public right-of-way.

PSD OFFERS DESIGN ASSISTANCE

PSD staff coordinated a second **Community Design Assistance Program for 18 downtown storefronts.** These designs are available to downtown property owners as they consider façade improvements.

MAIL 14,220 NEWSLETTERS

The PSD's Principal Source keeps businesses informed of its services and programs. In 2003, the PSD office wrote and produced the monthly newsletter, **direct mailing to over 1,000 PSD businesses.** Principal Source lists important dates, lists PSD services and programs, features district businesses and provides low-cost advertising opportunities. In July, it was revised for easier reading.

MYSTERY SHOPPER PROGRAM

To assist merchants in providing the best quality service, PSD coordinates a mystery shopper program of volunteers who visit district businesses and rate their visit. **Similar programs are offered by private sector firms, but the PSD program is free.**

EXPAND WEB PRESENCE

The **PSD website serviced over 4,000 people in 2003** and went through some dramatic changes. The site features an extensive business directory and a section devoted entirely to keeping business owners informed of services and opportunities. Updates to the PSD web calendar now make the site's most visited page easier to post all of the district's many events, sales and specials. **Visits to the calendar have doubled from October to December.**

NEW GIFT CERTIFICATE PROGRAM

PSD's gift certificate program has always been popular with consumers. Since 2001, **the PSD has placed an additional \$7,000 into the pockets of merchants.** In November, the PSD gift certificates were made available online and via telephone through a partnership with Certifichcks.com. **This service is free for any interested business in the district. The program saw a 6-week sale of 50 gift certificates.**

NEW TOWN HALL FORUM SERIES

Beginning in late summer, a Town Hall Forum Series provided a new method of addressing business concerns. **With an average attendance of over 40 participants**, the meetings focused on a single issue, connecting business owners with decision-makers. Forum topics included parking, advertising for small businesses, the Capitol Loop project, and "Meet the Candidates."

AT A GLANCE MERCHANTS UPDATING MERCHANTS

The monthly Business Over Breakfast (BOB) has continuously served as a powerful communication and networking tool. Billed as a 45-minute upbeat information exchange, the BOB provides merchants with information about downtown events, updates on services and introductions with other downtown stakeholders.

The BOB's easy-going atmosphere and fast-paced agenda makes it ideal for business owners unable to commit large periods of time. Along with merchants, speakers include representatives of the mayor's office, City Council, Arts Council, Lansing Police, and Conventions & Visitors Bureau. The key to keeping the agenda moving is a 2-minute time limit for speakers - those going over get hit by nerf balls.

From January to November, **BOB attracted over 320 participants with nine sponsors** at three locations. The new "sponsorship" opportunity allowed District merchants to present information about their business in exchange for covering a portion of a low-cost breakfast. A survey of BOB participants found that merchants appreciate the time to relax with neighbors and learn what's happening in Lansing.

Principal Shopping District MARKETING/PROMOTIONS

With each year come various challenges to marketing the district and this year was no exception with new competition from outside areas and continual state job cuts. The six-member Marketing Committee met 13 times in 2003 to strategize ways to sell the district as a whole. A staff person serves as coordinator for marketing efforts, following the committee's plans.

TELEVISION ADVERTISING

The Co-op Advertising Program became 2003's most popular marketing initiative. **The program halved the cost of purchasing television advertising time for 22 businesses.** Merchants commercials were played inside a "donut" advertising the district as a destination using the theme "Unique. Like You." In total, **44 television packages were sold featuring district businesses on 660 commercials with a total airtime of over 5 1/2 hours.**

ADVERTISING OPPORTUNITIES

The PSD coordinated advertising space promoting **forty-three district businesses** at the Lansing Center, Michigan State Library and Impressions Five. In collaboration with Old Town Mainstreet, **the PSD distributed 7,000 business directories** featuring business

contact information and hours. Merchants find the directories helpful in cross marketing and customers enjoy seeing the number of places to visit.

PARTNERSHIP WITH THE STATE

The PSD secured a new partnership with the MI Department of Management and Budget to post its "Downtowner" newsletter in all state buildings. District businesses and events will be featured along with sales, specials and discount opportunities. This partnership has the potential to expand to an email version of the bulletin sent directly to state employees.

PSD CONTRIBUTES \$17,000

By spreading its money to programs throughout the district, the PSD Board has been committed to supporting strong programs and events that impact district businesses. Since its inception, the PSD has been a **major sponsor of Silver Bells in the City, contributing \$4,000 in 2003.** Old Town Mainstreet receives substantial support through PSD staff participation and **a \$11,000 contribution for promotional events like Festival of the Sun.** In 2003, the PSD Board **provided \$2,000 for mini-grants** to Old Town Business and Art Development Association and Michigan Parade.

PSD PROMOTES E-MARKETING

To better serve the growing online community, the PSD Office has an email database with over 400 businesses and shareholders. The PSD Marketing Committee also supported increased e-marketing and plans to hold workshops devoted to developing e-marketing skills

PSD IN THE NEWS

Committed to keeping the district in the news, the PSD office put out **over 5 press releases each month and held 4 press conferences.** Additionally, PSD staff wrote numerous articles for publications promoting PSD programs and events. **Fourteen new business ribbon cutting ceremonies were held, with 11 featured on television.**

DOWNTOWN KIOSKS AND SIGNS

In hopes of making visits to downtown easier on patrons, **the PSD Board lobbied for funding, created and installed pedestrian maps on kiosks in the downtown area.** PSD staff oversaw a wayfinding study and secured funding for installation of new signs. The kiosks and signs work to make downtown visits a positive experience, especially for unfamiliar or new visitors.

AT A GLANCE BUSINESSES SUPPORTING BUSINESSES

The 2nd Annual Sculpture in the Streets public art exhibition was a resounding success by any measure. **The Sculpture in the Streets exhibit has become a premier promotional event,** attracting thousands of visitors and creating buzz in Lansing.

The 2003 exhibition included 20 statues, five more than 2002, spread throughout Washington Sq. and Michigan Ave. The exhibit received impressive media attention, featured on television, radio and in print. **Funded entirely through private donations from over 100 sponsors, the two Sculpture in the Streets programs raised nearly \$130,000 in revenue.**

The goal of the Sculpture in the Streets program is to promote walking traffic in the downtown and attract new customers to the restaurant and retail establishments. **Over two years, the fundraiser provided \$25,000 in profits, \$19,000 of which has been allocated for recruitment projects.** Plans for the 2004 exhibition are already underway, with a major partnership already secured between the PSD, Lansing Art Gallery and General Motors Corporation. With General Motors serving as signature sponsor, the program is looking to raise its highest figure yet. As this event continues to grow, it will bring more attention and customers to the district, along with supporting continued efforts for revitalization.

Principal Shopping District REVITALIZATION/RECRUITMENT

The Principal Shopping District Board has remained dedicated to the belief that successful revitalization requires the direct participation of current merchants and property owners. PSD revitalization goals always involve merchants and property owners or involve supporting their existing efforts.

STAFF BLUE RIBBON COMMITTEE

Since the creation of the Mayor's Blue Ribbon Committee on Downtown Revitalization, the PSD provided staff and financial support for this initiative. As a result of this group, the PSD secured funding and developed an office tenant program intended to **recruit office building occupants with a \$10,000 grant** administered through the Lansing EDC. This proposal stemmed directly from property owners' concerns over high office vacancy rates.

ASSIST PROPERTY OWNERS

PSD staff continued serve as staff support for the Blue Ribbon Committee's Ad Hoc Property Owners Committee. This **committee met five times to investigate the state of office vacancy** and drafted recommendations to the full committee. The group's goals included creating incentives for new businesses, finding key development sites, creating marketing strategies for new users, addressing parking issues and exploring mixed-use development.

DIRECT RECRUITMENT EFFORTS

The PSD's Retail Recruitment Team, made of merchants and property owners, met twelve times throughout 2003. The group operates with the goal of attracting new, unique businesses to the district. The recruitment team designed and implemented the Lansing Incentive Program. The members of the team distributed information about operating district businesses through

direct contact with non-district merchants. Additionally, the members **promoted doing business in the district through a \$4,000 for print ads and informational brochures.**

MANAGE REAL ESTATE DATABASE

PSD Staff assisted individuals interested in locating within the district by maintaining a property inventory and realty agent contact database. **Real estate availability is listed daily on the PSD website and monthly in the PSD's newsletter.** Staff also conducted walking and driving tours for multiple prospective business owners, providing information on incentive programs and property owner contacts.

SUCCESS TEAMS AID BUSINESS

The PSD's Success Teams service new

district businesses with sound advice from 3-4 successful merchants. Teams visit the new business, talk with the new owner and create a report filled with suggestions for improving business. In 2003, the **PSD coordinated 3 success teams, each taking nearly 5 hours** for meetings and report creation. Though Success Teams need a lot of time and energy, the benefits of the program have been worthwhile.

RELATIONSHIPS WITH AGENCIES

PSD staff served as liaison with numerous state offices, consultant firms, and grant-providing foundations. The PSD Board of Directors sees future collaborations with the Lansing Regional Chamber of Commerce, Lansing Economic Development Corporation and other agencies as being crucial to future successes.

AT A GLANCE RETAIL ATTRACTING RETAIL

In the Spring of 2003, the Retail Recruitment Team created a program meant to attract new businesses in targeted areas. **The Lansing Incentive Program (LIP) grants became available for new businesses to purchase \$3,000 in start-up related costs**, such as media advertising, legal services and consultant fees.

Grants were awarded on a first-come, first-served basis with **a total of \$15,000 set aside for four grants targeted in the downtown and one in Old Town.** Prospective businesses applied and interviewed with the Retail Recruitment Team. PSD Staff coordinated record and bookkeeping services for the grant along with monitoring appropriate use of grant money as outlined by the Recruitment Team.

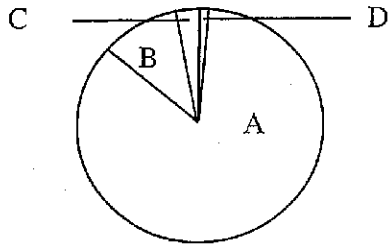
After its first year, the program is a success with **all five grants awarded in less than seven months.** During that same period of time, *fourteen* new businesses moved into the district with two more following immediately after the program was closed. The LIP grant was promoted as being one more funding source for private businesses, in addition to the many City of Lansing programs.

Almost as important as the program itself, is the fact that program funding came directly from private donations. **Funding dollars came directly from profits realized through the Sculpture in the Streets public art exhibition.** Thus the PSD used private fundraising in creating a program to compliment existing public grants.

The LIP grants are dependent upon the PSD's ability to raise funding, yet with past fundraising success, the future of this program looks very promising.

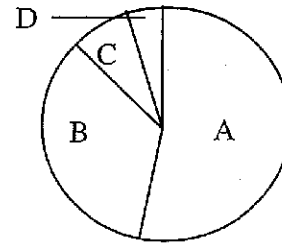
Principal Shopping District FINANCING

REVENUE



A. Assessment	\$416,500
B. City General Fund	\$ 44,500
C. Grants	\$ 10,000
D. Misc. Income	\$ 4,100
Total	\$475,100

EXPENDITURES



A. Maintenance	\$252,500
B. Personnel/Office	\$173,000
C. Marketing	\$ 32,500
D. Other	\$ 17,000
Total	\$475,000

Principal Shopping District People

Board of Directors

Kevin McKinney, Chairman
 David Hayhow, Vice-Chair
 Patricia Cook, Treasurer
 M. Catherine Blumer, Secy
 Ronnr Blodgett, The Mole Hole
 Ron Boji, Boji Group
 Bill Castanier, Castanier Public Relations
 Craig Harris, Turkeyman Deli
Advisory Board Members
 Joseph Chin, Dept. Management & Budget
 Robert Fish, Beaners Gourmet Coffee
 Linda Sutton, Old Town
 Vincent Villegas, Lansing Resident

Maintenance Committee

Kevin McKinney, Chair
 Sam Bachelor, Gentilozzi
 Murray Britton, City O&M
 Paul Dykema, City Forester
 Sara Gower, Sara's Lunchbox
 Jeff Padden, Public Policy Assoc.
 Terry Stubblefield, Mr. Toad's
 Mark Ter-Har, City Market

Marketing Committee

Bill Castanier, Chair
 Aura Bakos, October Moon

Sara Lincoln, Christian Science
 Karlyn Wickham, Yellow Strawberry
 Terry Carella, Cooley
 Laura Millard, Old Town
 Jana Nicol, Gone 2 the Dogs
 Ruth Borger, LCC

Permit Advisory Committee

Stuart Powell, Chair
 Roberta Albert, Michael G's
 Barb DeRose, Barb's Hallmark
 Terry Sleep, Dollar Deal
 Kirk Stone, Frizbee's
 Karlyn Wickham, Yellow Strawberry

Retail Recruitment Team

Ronn Blodgett, Chair
 Bill Castanier, Castanier Public Relations
 Cathie Blumer, University of Michigan
 Patricia Cook, EDC
 David Kositchek, Kositchek's
 Kevin McKinney, McKinney & Associates
 Stewart Powell, Linn & Owen Jewelers
 Marchelle Smith, EDC
 Linda Sutton, Old Town Main Street
 Karlyn Wickham, Yellow Strawberry

Property Owners Ad Hoc

Eric Rosekrans, Chair
 Ron Boji, Boji Group*
 George Eyde, Eyde Construction
 Joel Ferguson, Ferguson Dev.
 Irvin Kebler, Eyde Construction
 Steve Linder, Sterling Corp.
 Kevin McKinney, McKinney & Ass.*
 Emerson Ohl, Granger Co.
 Ken Stockwell, Stockwell Real Est.
 Gary Weston, Kewpee Sandwich

DLI Board of Directors

Kevin McKinney, Chairman
 David Hayhow, Vice-Chair
 Patricia Cook, Treasurer
 M. Catherine Blumer, Secy
 Ronnr Blodgett, The Mole Hole
 Ron Boji, Boji Group
 Bill Castanier, Castanier Public Relations
 Amy Farmer, General Motors
 David Feldpausch, Capitol National Bank
 Craig Harris, Turkeyman Deli

Sculpture Planning Group

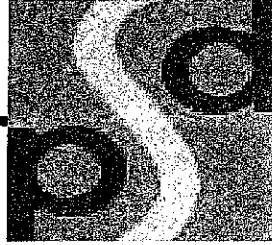
Cathie Blumer, Chair
 Marchelle Smith, EDC
 Sue Mills, Arts Council
 Liza Estlund-Olson, City of Lansing

Cathy Babcock, Lansing Art Gallery
 Marty Riel, City of Lansing
 Ronnr Blodgett, The Mole Hole
 Gretchen Cochran
 Tracy Padot, CVB
 Linda Frederickson, LEPPA

PSD Staff

Leanne Stites, Executive Director
 Barbara Hicks, Executive Assistant
 Matt Weingarden, Marketing Manager (June 30-present)
 Lisa Rentiz, Marketing Manager (Jan. 1-May30)

* Denotes PSD Board Membership



PSD Board of Directors

Kevin McKinney, Chairman
Patricia Cook, Treasurer
Ronn Blodget, The Mole Hole
Bill Castanier, Castanier Public Relations

David Hayhow, Vice-Chair
M. Catherine Blumer, Secy
Ron Boji, Boji Group
Craig Harris, Turkeyman Deli

Current resident or

PRSR STD
U.S. POSTAGE
PAID
LANSING MI
PERMIT NO 890

Principal Shopping District
309 N. Washington Square, Ste. 018
Lansing, MI 48933
www.lansingpsd.com

CHAPTER 812. DOWNTOWN LANSING AND ENVIRONS PRINCIPAL SHOPPING DISTRICT*

812.01. Definitions.

Alley means a publicly owned accessway which is intended to serve adjacent property.

Landscape area means a planter tub, a grated tree planter, a bermed planting, the parkway, or a flower, ground cover or shrub bed with or without a mulch covering.

Parkway means the area between the edge of the roadway and the sidewalk, or the property line where there is no sidewalk.

Public outdoor space means any right of way or city owned property.

Right of way means the entire portion of land between property lines, including any street, roadway, highway or alley located therein.

Street, roadway and highway means the portion of the right of way intended for vehicular travel.

Sidewalk means that hard surface part of the right of way between the parkway and the property line intended for use by non-motored traffic and pedestrians.

Temporary encroachment refers to uses that involve the use of the public right of way for specific activities taking place on a seasonal basis or for short durations. These include but are not limited to tables, chairs display racks, surface level signs, push carts, pedestals, solicitors, sales persons, musicians, and outdoor exhibitions.

***Editor's note**—Ordinance No. 949, passed July 8, 1996, amended chapter 812 to read as herein set out. Formerly, such chapter pertained to downtown mall and environs and derived from Res. No. 179, 4-18-94; Ord. No. 630, 11-22-82; Ord. No. 700, 4-29-85; Ord. No. 755, 6-8-87; Ord. No. 762, 7-20-87; Ord. No. 853, 6-29-92.

Cross references—Business area redevelopment projects - see M.C.L.A. Secs. 125.981 et seq.; Downtown Development Authority - see ADM. Ch. 262; Downtown Development District - see ADM. 262.03; Economic Development Corporation Board of Directors - see ADM. Ch. 263; One-year effective period on licenses and permits not applicable - see B.R. & T. 802.01(b).

Washington Square Mall means the three-block right of way of N. Washington between 1) the north curb line of Michigan Avenue and the south curb line of Ottawa Street; 2) the north curb line of Ottawa Street and the south curb line of Ionia Street; and 3) the north curb line of Ionia Street and the south curb line of Shiawassee Street and also the four block right of way of S. Washington between 1) the south curb line of Michigan Avenue and the north curb line of Allegan St.; 2) the south curb line of Allegan St. and the north curb line of Washtenaw St.; 3) the south curb line of Washtenaw St. and the north curb line of Kalamazoo St.; and 4) the south curb line of Kalamazoo St. and the north curb line of Lenawee St.

(Ord. No. 949, 7-8-96)

812.02. Powers of city regarding development or redevelopment; assessments.

(a) The city may provide for the development or redevelopment of the principal shopping district as authorized by Public Act No. 120 of 1961 as amended (M.C.L.A. 125.981 et seq.) and this chapter.

(b) The use in this chapter of the term "public improvement" does not prevent the levying of a special assessment for the cost of a part of a principal shopping district project that represents special benefits.

(c) Whenever council orders public improvements that are mentioned in this section, it may determine, by resolution or ordinance, that the whole or some portion of the expense of any such public improvement shall be borne by the owners of adjacent parcels of land. In such a case, the procedure to be used to assess the cost of such public improvements shall be borne by the owners of adjacent parcels of land. In such a case, the procedure to be used to assess the cost of such public improvements shall be as set forth in chapter 1026.

(Ord. No. 949, 7-8-96)

812.03. Designation of area.

To promote economic activity and to provide for the maintenance, security and operation of a principal shopping district.

The Downtown Lansing and Environs Principal Shopping District (hereinafter called Principal Shopping District), inclusive of parcels within or having frontage immediately contiguous to the described boundary, is hereby declared and established as:

Principal Shopping District: Beginning at the intersection of the west right of way of S. Capitol Avenue and the north right of way line of W. St. Joseph Street, "Point of Beginning," north along the S. Capitol Avenue right of way line to the centerline of W. Allegan Street, then east along the W. Allegan centerline to the centerline of S. Capitol Avenue, north along the S. Capitol Avenue centerline to the centerline of W. Saginaw Street, east along the W. Saginaw Street centerline to the west right of way line of N. Washington Avenue, north along the N. Washington Avenue right of way line to the north right of way line of W. Grand River Avenue, east along the W. Grand River Avenue right of way line to the west right of way line of Turner Street, north along the Turner Street to the north right of way line of Clinton Street, east along the Clinton Street right of way to the east right of way line of Center Street, south along the Center Street right of way line to the north right of way line of Liberty Street, east along the Liberty Street right of way line to the centerline of N. Cedar Street, south along the N. Cedar Street centerline to the south right of way line of E. Grand River Avenue, east along the E. Grand River Avenue right of way line to the west right of way line of N. Larch Street, south along the N. Larch Street right of way line to the centerline of E. Shiawassee Street, east along the E. Shiawassee Street centerline to the west right of way line of the Conrail right of way, south along the Conrail right of way line to the south right of way line of E. Michigan Avenue, west along the E. Michigan Avenue right of way line to the east right of way line of S. Larch Street, south along the S. Larch Street right of way line to the centerline of E. Kalamazoo Street, then west along E. Kalamazoo Street centerline to the centerline of S. Larch Street, then south along the S. Larch Street centerline to the north right of way line of St. Joseph Street

(extended), west along the St. Joseph Street right of way line (extended) to the point of beginning.

(Ord. No. 949, 7-8-96)

812.04. Portions of Washington Square Mall treated as sidewalks.

The portion of the Washington Square Mall lying between lot lines of property and a line parallel to such property lines and twenty feet therefrom, measured on the perpendicular, shall be treated as sidewalks and shall be subject to all provisions of these Codified Ordinances applicable to sidewalks.

(Ord. No. 949, 7-8-96)

812.05. Washington Square Mall closed to vehicular traffic; exceptions.

(a) The Washington Square Mall is closed to all vehicular traffic, including the riding of bicycles, except as provided in subsections (b) and (c) hereof:

(b) Subsection (a) hereof does not apply to the following vehicles:

- (1) *Emergency vehicles.* Public police and fire vehicles and public and private ambulances;
- (2) *Public works, maintenance and service vehicles.* Public and private street repair and construction vehicles and equipment; public and private maintenance, street cleaning and snow removal vehicles and equipment; public and private water and sewer repair and construction vehicles and equipment; and public and private vehicles and equipment engaged in construction, service and repair of electric, gas, telephone or other public utility facilities; and
- (3) *Motor vehicles authorized by special permit.* Upon demonstration by an applicant of substantial need to use the area deemed in subsection (a) hereof during the course of business or otherwise, the Mayor or the Director of Parks and Recreation may

issue a temporary special permit for the purposes outlined in the application for such permit.

(c) City Council, upon passage of a resolution, may reopen all or part of the Washington Square Mall to vehicular traffic.

(d) City Council, upon passage of a resolution, may establish special vehicular parking regulations and parking fees on all or part of the Washington Square Mall to accommodate residents living on or immediately adjacent to the Washington Square Mall.

(Ord. No. 949, 7-8-96; Ord. No. 1043, § 1, 10-29-01)

812.06. Portions closed to skateboards, in-line skating and bicycles.

(a) No person shall ride and/or maneuver a skateboard on the Washington Square Mall between Shiawassee Street and Michigan Avenue or on the S. Washington Avenue right of way between Michigan Avenue and Lenawee Street or in the area bounded by the north street curb line of Michigan Avenue on the south, the east line of the River Walk on the west, the north street curb line of Museum Drive on the north, and the west right of way line of Cedar Street on the east, except as provided in section 812.08.

(b) No person shall in-line skate on the Washington Square Mall between Shiawassee Street and Michigan Avenue or on the Washington Avenue right of way between Michigan Avenue and Lenawee Street or in the area bounded by the north street curb line of Michigan Avenue on the south, the east line of the River Walk on the west, the north street curb line of Museum Drive on the north, and the west right of way line of Cedar Street on the east, except as provided in section 812.08.

(c) Riding of bicycles is regulated in accordance with sections 1.003A and 6.19(2) of the Traffic Code.
(Ord. No. 949, 7-8-96)

812.07. Principal shopping district board.

The Mayor shall appoint and Council shall confirm an eight-member Principal Shopping District Board responsible to the Mayor and Council for:

- (a) A program to manage the promotion of economic activity in the Principal Shopping District by undertakings including, but not limited to, conducting market research and public relations campaigns, developing, coordinating, and conducting retail and institutional promotions, and sponsoring special events and related activities. A business may prohibit the use of its name or logo in a public relations campaign, promotion, or special event or related activity for the Principal Shopping District;
- (b) A program to provide for the maintenance, security, and operation of the public outdoor spaces within the Principal Shopping District; and
- (c) Advising the Mayor on the issuance of permits for special events, right of way closures, banners, temporary encroachment uses, bicycling events, skateboarding events and/or in-line skating events.
- (d) Advising the Mayor and Council on the method to finance the whole or any part of the Principal Shopping District project(s).
- (e) The annual submission, prior to December 1 of each year, of a written report evaluating the effectiveness and analyzing the statutes, priorities for service, activities and programs of the Principal Shopping District Board; the report shall be filed with the City Clerk and copies provided to the Mayor and Council;
- (f) The annual submission, prior to August 15 of each year, of an independent audit of all accounts at the close of the fiscal year, which shall end June 30; the audit shall be made by a Certified Public Accountant and shall be filed with the City Clerk and copies provided to the Mayor and Council;
- (g) The annual submission, prior to June 30 of each year or prior to any request for the

city to levy a special assessment, of the budget of the Principal Shopping District Board for the fiscal year commencing July 1 of that year.

The Board shall consist of a representative of City government, an individual from the adjacent residential area and at least five owners or operators of businesses located within the Principal Shopping District. The Board appointees shall serve overlapping four-year terms. In the first instance, the Mayor shall so arrange their terms that two members' terms shall expire on June 30, 1997, two members' terms on June 30 in the succeeding year and two members' terms on June 30 in the third year, and two members' terms on June 30 in the fourth year. The Board shall meet not less than once a month. The affirmative vote of five members of the Board shall be necessary for the Board to take action.
(Ord. No. 949, 7-8-96)

812.08. Permits for certain activities.

(a) *Required.* The following activities are prohibited in the public spaces of the Principal Shopping District, unless a permit has been obtained for such activity:

- (1) Any peddling, hawking and vending within the meaning of Section 844.01;
- (2) The sale of or soliciting of the sale of ice cream, ice cream products or confections within the meaning of Sections 844.19 and 844.20;
- (3) Any display of merchandise, products or goods, except as part of an organized promotion or show which has received a permit pursuant to subsection (c) hereof; and
- (4) Any show or exhibition.

(b) The following activities are prohibited on the Washington Square Mall between Shiawassee and Michigan and on the S. Washington Avenue right of way between Michigan Avenue and Lenawee Street, unless a permit has been obtained for such activity:

- (1) Skateboarding;
- (2) In-line skating;

- (3) Bicycling;

(c) *Permit Conditions.*

- (1) The Principal Shopping District Board shall review any application for a permit required in subsection (a) hereof and shall make written recommendations to the Mayor concerning the issuance or denial of any such permit.
- (2) Council may establish by resolution an appropriate fee schedule for such permits.
- (3) Permits issued by the City to hawk, peddle or vend or for the sale of or the solicitation of the sale of ice cream, ice cream products or confections within the Principal Shopping District shall be annual permits. Permits issued to conduct shows, exhibitions or displays of merchandise, products or goods as part of an organized show as promotion shall be valid only for the duration of the scheduled events.
- (4) Permits granted may be made conditional according to location within the Principal Shopping District. The areas in which activities including selling, vending or hawking are permitted shall be reviewed annually by the Board and be subjected to approval by the Mayor.
- (5) Any applicant who is denied any permit required in subsection (a) hereof may appeal the denial to Council.
- (6) The Board shall recommend, rules and regulations subject to review and approval by the Council, for the issuance, denial and revocation of such permits.

(d) *Revocation; Hearing; Damage to Persons or Property.*

- (1) The Mayor or his/her designee may, after consultation with the City Attorney and a hearing conducted pursuant to this subsection, recommend to Council that a permit issued under this section be revoked for damaging, defacing, injuring, altering or removing public property or any por-

tion thereof; or for endangering pedestrians or vehicles thereupon; or for violating any other State law or City ordinance.

- (2) Prior to such recommendation, the Mayor or his/her designee shall serve notice in writing on the holder of such permit of the time, place and date of the hearing. The notice shall be served upon the permit holder a minimum of ten days before the scheduled hearing and shall contain a reasonably definite statement of the reason that the permit holder is alleged to have committed the violation. The notice

shall inform the permit holder that he or she may appear in person with or without counsel, may produce witnesses on his or her own behalf and may cross-examine witnesses who testify against him or her. Any hearing conducted by the Mayor or his/her designee pursuant to this section shall include a full consideration of the issues involved and a determination of facts on the basis of evidence presented. If, after a proper hearing, the Mayor or his/her designee determines that the permit should be revoked, he or she shall within five days notify Council in writing with a recommendation that the permit be revoked.

(Ord. No. 949, 7-8-96)

812.09. Excepted areas and facilities.

For purposes of Sections 812.07 and 812.08, public spaces and public outdoor spaces shall not include properties operated and maintained by the Lansing Entertainment and Public Facilities Authority, City parking garages, or City operated surface parking lots or designated park land; provided that this exception shall not include periodic maintenance or cleaning of the City Hall patio or Oldsmobile Park Plaza.

(Ord. No. 949, 7-8-96)

812.99. Penalty.

Editor's note—See Section 202.99 for general Code penalty if no specific penalty is provided.

CHAPTER 814. DRAIN AND SEWER LAYERS AND SEWER CLEANERS*

814.01. License and insurance required.

No person, except a master plumber licensed by the State who registers his or her license with the City, shall for hire lay any sewer or drain,

*Cross references—General Municipal authority re licenses - see CHTR. Art. VIII, Ch. 1; Licensing in general - see B.R. & T. Ch. 802; Sewers generally - see S.U. & P.S. Ch. 1040; Construction of sewers - see S.U. & P.S. Ch. 1044; Drains and drainage plans - see S.U. & P.S. 1044.04; Drainage connections - see S.U. & P.S. 1044.11; B. & H. 1422.17 (U.P.C. 806); Sewers in subdivisions - see P. & Z. 1238.06, 1238.07.

clean any sewer, make any alteration or repair on any existing sewer, tap or make connection with any public sewer or identify himself or herself as a "drain and sewer layer" or "sewer cleaner" within the City, unless such person first makes application to the Department of Public Service and is licensed and insured in accordance with this chapter.

(1958 Code, § 27-59)

814.02. Drain and sewer layers.

(a) *Examinations.* Every person must successfully complete a written examination before the drain and sewer layer license required under Section 814.01 is issued. Each applicant for such license shall include, with the application, sufficient proof as determined by the Plumbing Board of a minimum of 4,000 hours of practical work experience, under the supervision of a contractor, performing the work of a drain and sewer layer. The Board may require that an applicant furnish a notarized statement from a present or former employer indicating that the applicant possesses the requisite practical work experience. "Practical work experience" is deemed to be the on-job use of appropriate conventional tools and machines to physically perform the work, all or in part, of installing, field fabrication and assembling, fitting and adapting of materials necessary for making drain or sewer installations.

Upon verification and approval of the applicant's work experience by the Chief Plumbing Inspector and/or the City Engineer, a written examination shall be administered by the Board on the next scheduled examination date. A minimum score of seventy percent is required for passage. Persons scoring less than seventy percent in the examination shall be permitted to retake the examination, with such additional attempts permitted only after a waiting period of six months after the person last took the examination.

(b) *Liability Insurance.* Every person engaged in the business of installing sewers and drains in accordance with this chapter shall file with the City Clerk proof of a public liability insurance policy insuring such person against any liability imposed upon such person arising out of the performance of such work. Such policy shall pro-

PRINCIPAL SHOPPING DISTRICTS AND BUSINESS IMPROVEMENT DISTRICTS

Act 120 of 1961

AN ACT to authorize the development or redevelopment of principal shopping districts and business improvement districts; to permit the creation of certain boards; to provide for the operation of principal shopping districts and business improvement districts; to provide for the creation, operation, and dissolution of business improvement zones; and to authorize the collection of revenue and the bonding of certain local governmental units for the development or redevelopment projects.

History: 1961, Act 120, Imd. Eff. May 26, 1961;—Am. 1984, Act 260, Imd. Eff. Dec. 13, 1984;—Am. 1992, Act 146, Imd. Eff. July 15, 1992;—Am. 1999, Act 49, Imd. Eff. June 15, 1999;—Am. 2001, Act 260, Eff. Mar. 1, 2002;—Am. 2003, Act 209, Imd. Eff. Nov. 26, 2003.

Popular name: Shopping Areas Redevelopment Act

The People of the State of Michigan enact:

CHAPTER 1

PRINCIPAL SHOPPING DISTRICT

125.981 Definitions; principal shopping district; business district; creation, appointment, and composition of board.

Sec. 1. (1) As used in this chapter:

(a) "Assessable property" means real property in a district area other than all of the following:

(i) Property classified as residential real property under section 34c of the general property tax act, 1893 PA 206, MCL 211.34c.

(ii) Property owned by the federal, a state, or a local unit of government where property is exempt from the collection of taxes under the general property tax act, 1893 PA 206, MCL 211.1 to 211.157.

(iii) One or more classes of property owners whose property meets all of the following conditions:

(A) Is exempt from the collection of taxes under the general property tax act, 1893 PA 206, MCL 211.1 to 211.157, other than property identified in subparagraph (ii).

(B) As a class has been determined by the legislative body of the local governmental unit not to be benefited by a project for which special assessments are to be levied.

(b) "Business improvement district" means 1 or more portions of a local governmental unit or combination of contiguous portions of 2 or more local governmental units that are predominantly commercial or industrial in use.

(c) "District" means a business improvement district or a principal shopping district.

(d) "Highways" means public streets, highways, and alleys.

(e) "Local governmental unit" means a city, village, or urban township.

(f) "Principal shopping district" means a portion of a local governmental unit designated by the governing body of the local governmental unit that is predominantly commercial and that contains at least 10 retail businesses.

(g) "Urban township" means a township that is an urban township as defined in section 2 of the local development financing act, 1986 PA 281, MCL 125.2152, and is a township located in a county with a population of more than 750,000.

(2) A local governmental unit with a master plan for the physical development of the local governmental unit that includes an urban design plan designating a principal shopping district or includes the development or redevelopment of a principal shopping district, or 1 or more local governmental units that establish a business improvement district by resolution, may do 1 or more of the following:

(a) Subject, where necessary, to approval of the governmental entity that has jurisdiction over the highway, open, widen, extend, realign, pave, maintain, or otherwise improve highways and construct, reconstruct, maintain, or relocate pedestrian walkways.

(b) Subject, where necessary, to approval of the governmental entity that has jurisdiction over the highway, prohibit or regulate vehicular traffic where necessary to carry out the purposes of the development or redevelopment project.

(c) Subject, where necessary, to approval of the governmental entity that has jurisdiction over the highway, regulate or prohibit vehicular parking on highways.

PRINCIPAL SHOPPING DISTRICTS AND BUSINESS IMPROVEMENT DISTRICTS

- (d) Acquire, own, maintain, demolish, develop, improve, or operate properties, off-street parking lots, or structures.
 - (e) Contract for the operation or maintenance by others of off-street parking lots or structures owned by the local governmental unit, or appoint agents for the operation or maintenance.
 - (f) Construct, maintain, and operate malls with bus stops, information centers, and other buildings that will serve the public interest.
 - (g) Acquire by purchase, gift, or condemnation and own, maintain, or operate real or personal property necessary to implement this section.
 - (h) Promote economic activity in the district by undertakings including, but not limited to, conducting market research and public relations campaigns, developing, coordinating, and conducting retail and institutional promotions, and sponsoring special events and related activities. A business may prohibit the use of its name or logo in a public relations campaign, promotion, or special event or related activity for the district.
 - (i) Provide for or contract with other public or private entities for the administration, maintenance, security, operation, and provision of services that the board determines are a benefit to a district within the local governmental unit.
- (3) A local governmental unit that provides for ongoing activities under subsection (2)(h) or (i) shall also provide for the creation of a board for the management of those activities.
- (4) One member of the board of the principal shopping district shall be from the adjacent residential area, 1 member shall be a representative of the local governmental unit, and a majority of the members shall be nominees of individual businesses located within the principal shopping district. The board shall be appointed by the chief executive officer of the local governmental unit with the concurrence of the legislative body of the local governmental unit. However, if all of the following requirements are met, a business may appoint a member of the board of a principal shopping district, which member shall be counted toward the majority of members required to be nominees of businesses located within the principal shopping district:
- (a) The business is located within the principal shopping district.
 - (b) The principal shopping district was designated by the governing body of a local governmental unit after July 14, 1992.
 - (c) The business is located within a special assessment district established under section 5.
 - (d) The special assessment district is divided into special assessment rate zones reflecting varying levels of special benefits.
 - (e) The business is located in the special assessment rate zone with the highest special assessment rates.
 - (f) The square footage of the business is greater than 5.0% of the total square footage of all businesses in that special assessment rate zone.
- (5) If the boundaries of the principal shopping district are the same as those of a downtown district designated under 1975 PA 197, MCL 125.1651 to 125.1681, the governing body may provide that the members of the board of the downtown development authority, which manages the downtown district, shall compose the board of the principal shopping district, in which case subsection (4) does not apply.
- (6) The members of the board of a business improvement district shall be determined by the local governmental unit as provided in this subsection. The board of a business improvement district shall consist of all of the following:
- (a) One representative of the local governmental unit appointed by the chief executive officer of the local governmental unit with the concurrence of the legislative body of the local governmental unit in which the business improvement district is located. If the business improvement district is located in more than 1 local governmental unit, then 1 representative from each local governmental unit in which the business improvement district is located shall serve on the board as provided in this subdivision.
 - (b) Other members of the board shall be nominees of the businesses and property owners located within the business improvement district. If a class of business or property owners, as identified in the resolution described in subsection (8), is projected to pay more than 50% of the special assessment levied that benefits property in a business improvement district for the benefit of the business improvement district, the majority of the members of the board of the business improvement district shall be nominees of the business or property owners in that class.
- (7) A local governmental unit may create 1 or more business improvement districts.
- (8) If 1 or more local governmental units establish a business improvement district by resolution under subsection (2), the resolution shall identify all of the following:
- (a) The geographic boundaries of the business improvement district.
 - (b) The number of board members in that business improvement district.

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- (c) The different classes of property owners in the business improvement district.
- (d) The class of business or property owners, if any, who are projected to pay more than 50% of the special assessment levied that benefits property in that business improvement district.

History: 1961, Act 120, Imd. Eff. May 26, 1961;—Am. 1980, Act 287, Imd. Eff. Oct. 14, 1980;—Am. 1984, Act 260, Imd. Eff. Dec. 13, 1984;—Am. 1992, Act 146, Imd. Eff. July 15, 1992;—Am. 1999, Act 49, Imd. Eff. June 15, 1999;—Am. 2001, Act 261, Imd. Eff. Jan. 9, 2002;—Am. 2003, Act 209, Imd. Eff. Nov. 26, 2003.

Popular name: Shopping Areas Redevelopment Act

125.982 Principal shopping district project or business improvement project; methods or criteria for financing costs.

Sec. 2. (1) The cost of the whole or any part of a principal shopping district project or business improvement district project as authorized in this chapter may be financed by 1 or more of the following methods:

- (a) Grants and gifts to the local governmental unit or district.
- (b) Local governmental unit funds.
- (c) The issuance of general obligation bonds of the local governmental unit subject to the revised municipal finance act, 2001 PA 34, MCL 141.2101 to 141.2821.
- (d) The issuance of revenue bonds by the local governmental unit under the revenue bond act of 1933, 1933 PA 94, MCL 141.101 to 141.140, or under any other applicable revenue bond act. The issuance of the bonds shall be limited to the part or parts of the district project that are public improvements.
- (e) The levying of special assessments against land or interests in land, or both.
- (f) Any other source.

(2) Beginning January 1, 2000, the proceeds of a bond, note, or other obligation issued to finance a project authorized under this chapter shall be used for capital expenditures, costs of a reserve fund securing the bonds, notes, or other obligations, and costs of issuing the bonds, notes, or other obligations. The proceeds of the bonds, notes, or other obligations shall not be used for operational expenses of a district.

History: 1961, Act 120, Imd. Eff. May 26, 1961;—Am. 1980, Act 287, Imd. Eff. Oct. 14, 1980;—Am. 1984, Act 260, Imd. Eff. Dec. 13, 1984;—Am. 1992, Act 146, Imd. Eff. July 15, 1992;—Am. 1999, Act 49, Imd. Eff. June 15, 1999;—Am. 2001, Act 261, Imd. Eff. Jan. 9, 2002;—Am. 2003, Act 209, Imd. Eff. Nov. 26, 2003.

Popular name: Shopping Areas Redevelopment Act

125.983 District project as public improvement.

Sec. 3. A district project as authorized under this chapter is a public improvement. The use in this chapter of the term "public improvement" does not prevent the levying of a special assessment for the cost of a part of a district project that represents special benefits.

History: 1961, Act 120, Imd. Eff. May 26, 1961;—Am. 1992, Act 146, Imd. Eff. July 15, 1992;—Am. 1999, Act 49, Imd. Eff. June 15, 1999;—Am. 2001, Act 261, Imd. Eff. Jan. 9, 2002.

Popular name: Shopping Areas Redevelopment Act

125.984 Development or redevelopment of district; single improvement.

Sec. 4. The development or redevelopment of a district, including the various phases of the development or redevelopment, is 1 project and, in the discretion of the governing body of the local governmental unit, may be financed as a single improvement.

History: 1961, Act 120, Imd. Eff. May 26, 1961;—Am. 1992, Act 146, Imd. Eff. July 15, 1992;—Am. 1999, Act 49, Imd. Eff. June 15, 1999;—Am. 2003, Act 209, Imd. Eff. Nov. 26, 2003.

Popular name: Shopping Areas Redevelopment Act

125.985 Special assessments; levy; installment payments; maximum annual amounts; adjustment; special assessment bonds; full faith and credit; maturity; statutory or charter provisions; review; marketing and development plan.

Sec. 5. (1) If a local governmental unit elects to levy special assessments to defray all or part of the cost of the district project, then the special assessments shall be levied pursuant to applicable statutory or charter provisions or, if there are no applicable statutory or charter provisions, pursuant to statutory or charter provisions applicable to local governmental unit street improvements. If a local governmental unit charter does not authorize special assessments for the purposes set forth in this chapter, the charter provisions authorizing special assessments for street improvements are made applicable to the purposes set forth in this chapter, without amendment to the charter. The total amount assessed for district purposes may be made payable in not more than 20 annual installments as

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determined by the governing body of the local governmental unit, the first installment to be payable in not more than 18 months after the date of the confirmation of the special assessment roll.

(2) A special assessment shall be levied against assessable property on the basis of the special benefits to that parcel from the total project. There is a rebuttable presumption that a district project specially benefits all assessable property located within the district.

(3) This subsection applies to a principal shopping district only if the principal shopping district is designated by the governing body of a local governmental unit after July 14, 1992. The special assessments annually levied on a parcel under this chapter shall not exceed the product of \$10,000.00 and the number of businesses on that parcel. A business located on a single parcel shall not be responsible for a special assessment in excess of \$10,000.00 annually. When the special assessment district is created, a lessor of a parcel subject to a special assessment may unilaterally revise an existing lease to a business located on that parcel to recover from that business all or part of the special assessment, as is proportionate considering the portion of the parcel occupied by the business.

(4) The \$10,000.00 maximum amounts in subsection (3) shall be adjusted each January 1, beginning January 1, 1994, pursuant to the annual average percentage increase or decrease in the Detroit consumer price index for all items as reported by the United States department of labor. The adjustment for each year shall be made by comparing the Detroit consumer price index for the 12-month period ending the preceding October 31 with the corresponding Detroit consumer price index of 1 year earlier. The percentage increase or decrease shall then be multiplied by the current amounts under subsection (3) authorized by this section. The product shall be rounded up to the nearest multiple of 50 cents and shall be the new amount.

(5) The local governmental unit may issue special assessment bonds in anticipation of the collection of the special assessments for a district project and, by action of its governing body, may pledge its full faith and credit for the prompt payment of the bonds. Special assessment bonds issued under this section are subject to the revised municipal finance act, 2001 PA 34, MCL 141.2101 to 141.2821. The last maturity on the bonds shall be not later than 2 years after the due date of the last installment on the special assessments. Special assessment bonds may be issued pursuant to statutory or charter provisions applicable to the issuance by the local governmental unit of special assessment bonds for the improvement or, if there are no applicable statutory or charter provisions, pursuant to statutory or charter provisions applicable to the issuance by the local governmental unit of special assessment bonds for street improvements.

(6) If a district project in a district designated by the governing body of a local governmental unit after July 14, 1992 is financed by special assessments, the governing body of the local governmental unit shall review the special assessments every 5 years, unless special assessment bonds are outstanding.

(7) Before a local governmental unit levies a special assessment under this chapter that benefits property within a business improvement district, the business improvement district board shall develop a marketing and development plan that details all of the following:

- (a) The scope, nature, and duration of the business improvement district project or projects.
- (b) The different classes of property owners who are going to be assessed and the projected amount of the special assessment on the different classes.

(8) A local governmental unit that levies a special assessment under this chapter that benefits property within a business improvement district is considered to have approved the marketing and development plan described in subsection (7).

History: 1961, Act 120, Imd. Eff. May 26, 1961;—Am. 1980, Act 287, Imd. Eff. Oct. 14, 1980;—Am. 1984, Act 260, Imd. Eff. Dec. 13, 1984;—Am. 1992, Act 146, Imd. Eff. July 15, 1992;—Am. 1999, Act 49, Imd. Eff. June 15, 1999;—Am. 2001, Act 261, Imd. Eff. Jan. 9, 2002;—Am. 2003, Act 209, Imd. Eff. Nov. 26, 2003.

Popular name: Shopping Areas Redevelopment Act

125.986 Special assessments; off-street parking lots or structures.

Sec. 6. If off-street parking lots or structures are essential to the principal shopping district project, if 1 or more off-street parking lots or structures are already owned by the local governmental unit and were acquired through the issuance of revenue bonds, and if the remaining parking lots or structures are to be financed in whole or in part by special assessments and special assessment bonds, then the local governmental unit, to place all parking lots or structures on the same basis, may include as a part of the cost of parking lots or structures for the project the amount necessary to retire all or any part of the outstanding revenue bonds, inclusive of any premium not exceeding 5% necessary to be paid upon the redemption or purchase of those outstanding bonds. From the proceeds of the special assessments or from the sale of bonds issued in anticipation of the payment of the special assessments, the local governmental unit shall retire by redemption or purchase the outstanding revenue bonds. This section does not

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authorize the refunding of noncallable bonds without the consent of the holders of the bonds.

History: 1961, Act 120, Eff. May 26, 1961;—Am. 1992, Act 146, Imd. Eff. July 15, 1992;—Am. 2003, Act 209, Imd. Eff. Nov. 26, 2003.

Popular name: Shopping Areas Redevelopment Act

125.987 Additional powers.

Sec. 7. The powers granted by this chapter are in addition to and not in derogation of any other powers granted by law or charter.

History: Add. 1992, Act 146, Imd. Eff. July 15, 1992;—Am. 2001, Act 261, Imd. Eff. Jan. 9, 2002.

Popular name: Shopping Areas Redevelopment Act

CHAPTER 2 BUSINESS IMPROVEMENT ZONE

125.990 Definitions.

Sec. 10. As used in this chapter:

(a) "Assessable property" means real property in a zone area other than property classified as residential real property under section 34c of the general property tax act, 1893 PA 206, MCL 211.34c, or real property exempt from the collection of taxes under the general property tax act, 1893 PA 206, MCL 211.1 to 211.157.

(b) "Assessment" means an assessment imposed under this chapter against assessable property for the benefit of the property owners.

(c) "Assessment revenues" means the money collected by a business improvement zone from any assessments, including any interest on the assessments.

(d) "Board" means the board of directors of a business improvement zone.

(e) "Business improvement zone" means a business improvement zone created under this chapter.

(f) "Nonprofit corporation" means a nonprofit corporation organized under the nonprofit corporation act, 1982 PA 162, MCL 450.2101 to 450.3192, and which complies with all of the following:

(i) The articles of incorporation of the nonprofit corporation provide that the nonprofit corporation may promote a business improvement zone and may also provide management services related to the implementation of a zone plan.

(ii) The nonprofit corporation is exempt from federal income tax under section 501(c)(4) or 501(c)(6) of the internal revenue code of 1986.

(g) "Person" means an individual, partnership, corporation, limited liability company, association, or other legal entity.

(h) "Project" means any activity for the benefit of property owners authorized by section 10a to enhance the business environment within a zone area.

(i) "Property owner" means a person who owns, or an agent authorized in writing by a person who owns, assessable property according to the records of the treasurer of the city or village in which the business improvement zone is located.

(j) "7-year period" means the period in which a business improvement zone is authorized to operate, beginning on the date that the business improvement zone is created or renewed and ending 7 calendar years after that date.

(k) "Zone area" means the area designated in the zone plan as the area to be served by the business improvement zone.

(l) "Zone plan" means a set of goals, strategies, objectives, and guidelines for the operation of a business improvement zone, as approved at a meeting of property owners conducted under section 10d.

History: Add. 2001, Act 260, Eff. Mar. 1, 2002.

Popular name: Shopping Areas Redevelopment Act

125.990a Business improvement zone as public body corporate; powers; authority.

Sec. 10a. (1) A business improvement zone is a public body corporate and may do 1 or more of the following for the benefit of property owners located in the business improvement zone:

(a) Acquire, through purchase, lease, or gift, construct, develop, improve, maintain, operate, or reconstruct park areas, planting areas, and related facilities within the zone area.

(b) Acquire, construct, clean, improve, maintain, reconstruct, or relocate sidewalks, street curbing, street medians, fountains, and lighting within the zone area.

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- (c) Develop and propose lighting standards within the zone area.
 - (d) Acquire, plant, and maintain trees, shrubs, flowers, or other vegetation within the zone area.
 - (e) Provide or contract for security services with other public or private entities and purchase equipment or technology related to security services within the zone area.
 - (f) Promote and sponsor cultural or recreational activities.
 - (g) Engage in economic development activities, including, but not limited to, promotion of business, retail, or industrial development, developer recruitment, business recruitment, business marketing, business retention, public relations efforts, and market research.
 - (h) Engage in other activity with the purpose to enhance the economic prosperity, enjoyment, appearance, image, and safety of the zone area.
 - (i) Acquire by purchase or gift, maintain, or operate real or personal property necessary to implement this chapter.
 - (j) Solicit and accept gifts or grants to further the zone plan.
 - (k) Sue or be sued.
 - (2) A business improvement zone may contract with a nonprofit corporation or any other public or private entity and may pay a reasonable fee to the nonprofit corporation or other public or private entity for services provided.
 - (3) A business improvement zone has the authority to borrow money in anticipation of the receipt of assessments if all of the following conditions are satisfied:
 - (a) The loan will not be requested or authorized, or will not mature, within 90 days before the expiration of the 7-year period.
 - (b) The amount of the loan does not exceed 50% of the annual average assessment revenue of the business improvement zone during the previous year or, in the case of a business improvement zone that has been in existence for less than 1 year, the loan does not exceed 25% of the projected annual assessment revenue.
 - (c) The loan repayment period does not extend beyond the 7-year period.
 - (d) The loan is subject to the revised municipal finance act, 2001 PA 34, MCL 141.2101 to 141.2821.
 - (4) The services provided by and projects of a business improvement zone are services and projects of the business improvement zone and are not services, functions, or projects of the municipality in which the business improvement zone is located. The services provided by and projects of a business improvement zone are supplemental to the services, projects, and functions of the city or village in which the business improvement zone is located.
 - (5) The business improvement zone has no other authority than the authority described in this act.
- History: Add. 2001, Act 260, Eff. Mar. 1, 2002.
Popular name: Shopping Areas Redevelopment Act

125.990b Business improvement zone; establishment within city or village; assessable property; establishment of business improvement zone in city or village with business improvement zone located before effective date of act.

Sec. 10b. (1) Except as provided in subsection (4), 1 or more business improvement zones may be established within a city or village.

(2) The majority of all parcels included in a zone area, both by area and by taxable value, shall be assessable property. A zone area shall be contiguous, with the exception of public streets, alleys, parks, and other public rights-of-way.

(3) Except as provided in subsection (4), a business improvement zone may be established in a city or village even if the city or village has established a principal shopping district or business improvement district under chapter 1. Assessable property shall not be included in any of the following:

- (a) More than 1 business improvement zone established under this chapter.
- (b) Both a principal shopping district and a business improvement district established under chapter 1.
- (4) If at the time of the effective date of the amendatory act that added this subsection a business improvement district established under chapter 1 is located in a city or village, a business improvement zone may not be established under this chapter within that city or village unless within 180 days of the effective date of the amendatory act that added this subsection or during July 2005 or during July every third year after 2005 the governing body of the city or village adopts a resolution authorizing the governing body to consider, as provided in section 10e, the establishment of a business improvement zone under this chapter.

History: Add. 2001, Act 260, Eff. Mar. 1, 2002.

Popular name: Shopping Areas Redevelopment Act

PRINCIPAL SHOPPING DISTRICTS AND BUSINESS IMPROVEMENT DISTRICTS

125.990c Initiation by delivery of petition; contents; filing; notice.

Sec. 10c. (1) A person may initiate the establishment of a business improvement zone by the delivery of a petition to the clerk of the city or village in which a proposed zone area is located. The petition shall include all of the following:

- (a) The boundaries of the zone area.
- (b) The signatures of property owners of parcels representing not less than 30% of the property owners within the zone area, weighted as provided in section 10f(2).
- (c) A listing, by tax parcel identification number, of all parcels within the zone area, separately identifying assessable property.

(2) After a petition is filed pursuant to subsection (1), the clerk shall notify all property owners within the zone area of a public meeting of the property owners regarding the establishment of the business improvement zone to be held not less than 45 days or more than 60 days after the filing of the petition. The notice shall be sent by first-class mail to the property owners not less than 14 days prior to the scheduled date of the meeting. The notice shall include the specific location and the scheduled date and time of the meeting.

History: Add. 2001, Act 260, Eff. Mar. 1, 2002.

Popular name: Shopping Areas Redevelopment Act

125.990d Public meeting of property owners; adoption of zone plan; contents; adoption by majority vote; presentment to city or village clerk.

Sec. 10d. (1) At the meeting required by section 10c, the property owners may adopt a zone plan for submission to and approval by the governing body of the city or village in which the business improvement zone is located.

(2) A zone plan shall include all of the following:

- (a) A description of the boundaries of the zone area sufficient to identify each assessable property included.
- (b) The proposed initial board of directors, except for a director of the board who may be appointed by the city or village under section 10g(2).
- (c) The method for removal, appointment, and replacement of the board.
- (d) A description of projects planned during the 7-year period, including the scope, nature, and duration of the projects.

(e) An estimate of the total amount of expenditures for projects planned during the 7-year period.

(f) The proposed source or sources of financing for the projects.

(g) If the proposed financing includes assessments, the projected amount or rate of the assessments for each year and the basis upon which the assessments are to be imposed on assessable property.

(h) A listing, by tax parcel identification number, of all parcels within the zone area, separately identifying assessable property.

(i) A plan of dissolution for the business improvement zone.

(3) A zone plan shall be considered adopted by the property owners if a majority of the property owners voting at the meeting approve the zone plan. The votes of the property owners at the meeting shall be weighted in the manner indicated in section 10f(2).

(4) Any zone plan adopted under this section shall be presented to the clerk of the city or village in which the zone area is located.

History: Add. 2001, Act 260, Eff. Mar. 1, 2002.

Popular name: Shopping Areas Redevelopment Act

125.990e Public hearing of governing body; notice; approval or rejection; amendment; resubmission; assessment; election; publication of notice; assisting in conduct of election.

Sec. 10e. (1) If a zone plan is adopted and presented to the clerk of the city or village in accordance with section 10d, the governing body of the city or village shall within 45 days schedule a public hearing of the governing body to review the zone plan and any proposed assessment and to receive public comment. The clerk shall notify all owners of parcels within the zone area of the public hearing by first-class mail.

(2) At the public hearing, or at the next regularly scheduled meeting of the governing body of the city or village, the governing body shall approve or reject the establishment of the business improvement zone and the zone plan as adopted by the property owners under section 10d(3). If the governing body rejects the establishment of the business improvement zone and the zone plan, the clerk shall notify all property owners within the zone of a reconvened meeting of the property owners which shall be held not sooner than 10 days or later than 21 days after the date of the rejection by the governing body. The notice shall be sent by first-class mail to the property owners

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not less than 7 days prior to the scheduled date of the meeting and shall include the specific location and the scheduled date and time of the meeting, as determined by the person initiating the establishment of the business improvement zone under section 10c(1). At the reconvened meeting, the property owners may amend the zone plan if approved by a majority of the property owners as provided in section 10d(3). The amended zone plan may be resubmitted to the clerk of the city or village without the requirement of a new petition under section 10c for approval or rejection at a meeting of the governing body of the city or village not later than 60 days after the amended zone plan is resubmitted to the clerk. If a zone plan is not rejected within 60 days of the date the amended zone plan is resubmitted to the clerk, the amended zone plan is considered approved by the governing body of the city or village. If the amended zone plan is rejected by the governing body, then the amended zone plan may not be resubmitted without the delivery of a new petition under section 10c.

(3) Approval of the business improvement zone and zone plan shall serve as a determination by the city or village that any assessment set forth in the zone plan, including the basis for allocating the assessment, is appropriate, subject only to the approval of the business improvement zone and the zone plan by the property owners in accordance with section 10f.

(4) If the governing body of the city or village approves the business improvement zone and zone plan or if the amended zone plan is considered approved under subsection (2), the clerk of the city or village shall set an election pursuant to section 10f not more than 60 days following the approval.

(5) The clerk of the city or village shall send to the property owners notice by first-class mail of the election not less than 30 days before the election and publish the notice at least twice in a newspaper of general circulation in the city or village in which the zone area is located. The first publication shall not be less than 10 days or more than 30 days prior to the date scheduled for the election. The second publication shall not be published less than 1 week after the first publication.

(6) The election described in this section and section 10f is not an election subject to the Michigan election law, 1954 PA 116, MCL 168.1 to 168.992.

(7) The person who filed the petition under section 10c, the proposed board members, and the property owners may, at the option and under the direction of the clerk, assist the clerk of the city or village in conducting the election to keep the expenses of the election at a minimum.

History: Add. 2001, Act 260, Eff. Mar. 1, 2002.

Popular name: Shopping Areas Redevelopment Act

125.990f Voting; eligibility; conduct; question; weight; adoption of business improvement zone and zone plan; expenses; duration; compliance with state and federal laws; immunity of city or village.

Sec. 10f. (1) All property owners as of the date of the delivery of the petition as provided in section 10c are eligible to participate in the election. The election shall be conducted by mail. The question to be voted on by the property owners is the adoption of the zone plan and the establishment of the business improvement zone, including the identity of the initial board.

(2) Votes of property owners shall be weighted in proportion to the amount that the taxable value of their respective real property for the preceding calendar year bears to the taxable value of all assessable property in the zone area, but in no case shall the total number of votes assigned to any 1 property owner be equal to more than 25% of the total number of votes eligible to be cast in the election.

(3) A zone plan and the proposal for the establishment of a business improvement zone, including the identity of the initial board, shall be considered adopted upon the approval of more than 60% of the property owners voting in the election, with votes weighted as provided in subsection (2).

(4) Upon acceptance or rejection of a business improvement zone and zone plan by the property owners, the resulting business improvement zone or the person filing the petition under section 10c shall, at the request of the city or village, reimburse the city or village for all or a portion of the reasonable expenses incurred to comply with this chapter. The governing body of the city or village may forgive and choose not to collect all or a portion of the reasonable expenses incurred to comply with this chapter.

(5) Adoption of a business improvement zone and zone plan under this section authorizes the creation of the business improvement zone and the implementation of the zone plan for the 7-year period.

(6) Adoption of a business improvement zone and zone plan under this section and the creation of the business improvement zone does not relieve the business improvement zone from following, or does not waive any rights of the city or village to enforce, any applicable laws, statutes, or ordinances. A business improvement zone created under this chapter shall comply with all applicable state and federal laws.

PRINCIPAL SHOPPING DISTRICTS AND BUSINESS IMPROVEMENT DISTRICTS

(7) To the extent not protected by the immunity conferred by 1964 PA 170, MCL 691.1401 to 691.1415, a city or village that approves a business improvement zone within its boundaries is immune from civil or administrative liability arising from any actions of that business improvement zone.

History: Add. 2001, Act 260, Eff. Mar. 1, 2002.

Popular name: Shopping Areas Redevelopment Act

125.990g Board of directors; management of day-to-day activities; members; duties and responsibilities; reimbursement.

Sec. 10g. (1) The day-to-day activities of the business improvement zone and implementation of the zone plan shall be managed by a board of directors.

(2) The board shall consist of an odd number of directors and shall not be smaller than 5 and not larger than 15 in number. The board may include 1 director nominated by the chief executive of the city or village and approved by the governing body of the city or village.

(3) The duties and responsibilities of the board shall be prescribed in the zone plan and to the extent applicable shall include all of the following duties and responsibilities:

- (a) Developing administrative procedures relating to the implementation of the zone plan.
- (b) Recommending amendments to the zone plan.
- (c) Scheduling and conducting an annual meeting of the property owners.
- (d) Developing a zone plan for the next 7-year period.

(4) Members of the board shall serve without compensation. However, members of the board may be reimbursed for their actual and necessary expenses incurred in the performance of their official duties as members of the board.

History: Add. 2001, Act 260, Eff. Mar. 1, 2002.

Popular name: Shopping Areas Redevelopment Act

125.990h Assessments.

Sec. 10h. (1) A business improvement zone may be funded in whole or in part by 1 or more assessments on assessable property, as provided in the zone plan. An assessment under this chapter shall be in addition to any taxes or special assessments otherwise imposed on assessable property.

(2) An assessment shall be imposed against assessable property only on the basis of the benefits to assessable property afforded by the zone plan. There is a rebuttable presumption that a zone plan and any project specially benefits all assessable property in a zone area.

(3) If a zone plan provides for an assessment, the treasurer of the city or village in which the zone area is located as an agent of the business improvement zone shall collect the assessment imposed by the board under the zone plan on all assessable property within the zone area in the amount authorized by the zone plan.

(4) Except as provided in subsection (7), assessments shall be collected by the treasurer of the city or village as an agent of the business improvement zone from each property owner and remitted promptly to the business improvement zone. Assessment revenue is the property of the business improvement zone and not the city or village in which the business improvement zone is located. The business improvement zone may, at the option and under the direction of the treasurer, assist the treasurer of the city or village in collecting the assessment to keep the expenses of collecting the assessment at a minimum.

(5) The business improvement zone may institute a civil action to collect any delinquent assessment and interest.

(6) An assessment imposed under this act is not a special assessment collected under the general property tax act, 1893 PA 206, MCL 211.1 to 211.157.

(7) An assessment is delinquent if it has not been paid within 90 days after it was due as provided under the zone plan imposed under this chapter. Delinquent assessments shall be collected by the business improvement zone. Delinquent assessments shall accrue interest at a rate of 1.5% per month until paid.

(8) If any portion of the assessment has not been paid within 90 days after it was due, that portion of the unpaid assessment shall constitute a lien on the property. The lien amount shall be for the unpaid portion of the assessment and shall not include any interest.

History: Add. 2001, Act 260, Eff. Mar. 1, 2002.

Popular name: Shopping Areas Redevelopment Act

125.990i Audit.

Sec. 10i. (1) Expenses incurred in implementing any project or service of a business improvement zone shall be financed in accordance with the zone plan.

PRINCIPAL SHOPPING DISTRICTS AND BUSINESS IMPROVEMENT DISTRICTS

(2) Assessment revenues under section 10h are the funds of the business improvement zone and not funds of the state or of the city or village in which the business improvement zone is located. All money collected under section 10h shall be deposited in a financial institution in the name of the business improvement zone. Assessment revenues may be deposited in an interest generating account. The business improvement zone shall use the funds only to implement the zone plan.

(3) All expenditures by a business improvement zone shall be audited annually by a certified public accountant. The audit shall be completed within 9 months of the close of the fiscal year of the business improvement zone. Within 30 days after completion of an audit, the certified public accountant shall transmit a copy of the audit to the board and make copies of the audit available to the property owners and the public.

(4) If an annual audit required by this section contains material exceptions and the material exceptions are not substantially corrected within 90 days of the delivery of the audit, the business improvement zone shall be dissolved in accordance with the zone plan upon approval of the dissolution by the governing body of the city or village in which the business improvement zone is located.

(5) The board shall publish an annual activity and financial report. The report shall be available to the public. Each year, every property owner shall be notified of the availability of the annual activity and financial report.

(6) As used in this section, "financial institution" means a state or nationally chartered bank or a state or federally chartered savings and loan association, savings bank, or credit union whose deposits are insured by an agency of the United States government and that maintains a principal office or branch office located in this state under the laws of this state or of the United States.

History: Add. 2001, Act 260, Eff. Mar. 1, 2002.

Popular name: Shopping Areas Redevelopment Act

125.990j Zone plan amendment.

Sec. 10j. A zone plan may be amended. Amendments shall be effective if approved by a majority of the property owners voting on the amendment at the annual meeting of property owners or a special meeting called for that purpose, with the votes of the property owners weighted in accordance with section 10f(2). A zone plan amendment changing any assessment is effective only if also approved by the governing body of the city or village in which the business improvement zone is located.

History: Add. 2001, Act 260, Eff. Mar. 1, 2002.

Popular name: Shopping Areas Redevelopment Act

125.990k Expiration of 7-year period; special meeting to approve new zone plan; notice.

Sec. 10k. (1) Prior to the expiration of any 7-year period, the board shall notify the property owners of a special meeting by first-class mail at least 14 days prior to the scheduled date of the meeting to approve a new zone plan for the next 7-year period. Notice under this section shall include the specific location, scheduled date, and time of the meeting.

(2) Approval of the new zone plan at the special meeting by 60% of the property owners of assessable property voting at that meeting, with the vote of the property owners being weighted in accordance with section 10f(2), constitutes reauthorization of the business improvement zone for an additional 7-year period, commencing as of the expiration of the 7-year period then in effect. If the new zone plan reflects any new assessment, or reflects an extension of any assessment beyond the period previously approved by the city or village in which the business improvement zone is located, the new or extended assessment shall be effective only with the approval of the governing body of the city or village.

History: Add. 2001, Act 260, Eff. Mar. 1, 2002.

Popular name: Shopping Areas Redevelopment Act

125.990l Dissolution.

Sec. 10l. (1) Upon written petition duly signed by 20% of the property owners of assessable property within a zone area, the board shall place on the agenda of the next annual meeting, if the next annual meeting is to be held not later than 60 days after receipt of the written petition or a special meeting not to be held later than 60 days after receipt of the written petition, the issue of dissolution of the business improvement zone. Notice of the next annual meeting or special meeting described in this subsection shall be made to all property owners by first-class mail not less than 14 days prior to the date of the annual or special meeting. The notice shall include the specific location and the scheduled date and time of the meeting.

(2) The business improvement zone shall be dissolved upon a vote of more than 50% of the property owners of

PRINCIPAL SHOPPING DISTRICTS AND BUSINESS IMPROVEMENT DISTRICTS

assessable property voting at the meeting. A dissolution shall not take effect until all contractual liabilities of the business improvement zone have been paid and discharged.

(3) Upon dissolution of a business improvement zone, the board shall dispose of the remaining physical assets of the business improvement zone. The proceeds of any physical assets disposed of by the business improvement zone and all money collected through assessments that is not required to defray the expenses of the business improvement zone shall be refunded on a pro rata basis to persons from whom assessments were collected. If the board finds that the refundable amount is so small as to make impracticable the computation and refunding of the money, it may be transferred to the treasurer of the city or village in which the business improvement zone is located for deposit in the treasury of the city or village to the credit of the general fund.

(4) Upon dissolution of a business improvement zone, any remaining assets of the business improvement zone shall be transferred to the treasurer of the city or village in which the business improvement zone is located for deposit in the treasury of the city or village to the credit of the general fund.

History: Add. 2001, Act 260, Eff. Mar. 1, 2002.

Popular name: Shopping Areas Redevelopment Act

125.990m Public meeting; compliance with open meetings act; public records; meeting location.

Sec. 10m. (1) The board shall conduct business at a public meeting held in compliance with the open meetings act, 1976 PA 267, MCL 15.261 to 15.275. Public notice of the time, date, and place of the meeting shall be given in the manner required by the open meetings act, 1976 PA 267, MCL 15.261 to 15.275.

(2) A meeting of property owners under section 10c shall be conducted at a public meeting held in compliance with the open meetings act, 1976 PA 267, MCL 15.261 to 15.275. Public notice of the time, date, and place of the meeting shall be given in the manner required by the open meetings act, 1976 PA 267, MCL 15.261 to 15.275.

(3) A writing prepared, owned, used, in the possession of, or retained by the business improvement zone in the performance of its duties under this chapter is a public record under the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246.

(4) All meetings of the board or property owners described in this act shall be conducted within the city or village in which the business improvement zone is or is to be located.

History: Add. 2001, Act 260, Eff. Mar. 1, 2002.

Popular name: Shopping Areas Redevelopment Act

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From the 5-10-04 Council Meeting Packet
REFERRED TO THE COMMITTEE ON
PUBLIC SERVICE AND REFERRED
TO AD-HOC COMMITTEE ON
DOWNTOWN REVITALIZATION

IX B10

April 28, 2004

Lansing City Council

Mayor Tony Benavides
9th Floor City Hall
124 W. Michigan Avenue
Lansing, Michigan 48933

APR 29 2004

RECEIVED

AGENDA

Dear Mayor Benavides,

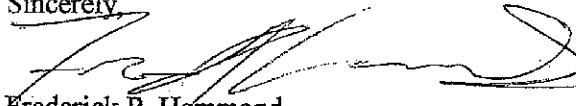
The Old Town Commercial Association is proud to be included in the Principal Shopping District, and we appreciate the work that they do for Lansing.

We have always valued the programs and assistance that the PSD offers to businesses within the OTCA boundaries, and feel fortunate that we directly benefit from the work that is being done by PSD staff and Board members.

The OTCA has always had a very open relationship with the PSD, which helps us to understand each other's goals and projects. Director Kevin Green sits on our Board of Directors as an ex officio member, and OTCA Director Laura Millard fills the same seat at the PSD's Board meetings. Our offices are in contact frequently, as the PSD aims to create programming that mutually benefits downtown and Old Town.

We hope that the City recognizes OTCA's relationship with the PSD as positive and solid. Our inclusion in the PSD is an asset that we consider to be invaluable.

Sincerely,


Frederick P. Hammond
President, Old Town Commercial Association

Cc: Kevin Green, Principal Shopping District
Lansing City Council

JB
LANSING'S



Old Town
Commercial Association
Board of Directors

Frederick P. Hammond, President
Hammond Properties

Diane Burns, Vice President
The Temple Club

Eric Hewitt, Treasurer
Old Town Resident

Karen Steff, Secretary
Sun Video

David Such, Member at Large
Such Video

Peter Aughney
Capital City Reprographics

Regina Bell
Old Town Resident

Jodie Garcia
Old Town Property Owner

Jean Lodge
*Franklin Street Community
Housing Corporation*

Renee Owings
Compuware

John Truscott
Truscott Group

Old Town Main Street
1232 Turner Street
Lansing, MI 48906
p: 517.485.4283
f: 517.485.4303

www.oldtownmainstreet.org
oldtown@oldtownmainstreet.org

Our Mission: To facilitate the socioeconomic development of Lansing's Old Town area through the promotion of historic preservation, business recruitment and community outreach.



Romanow Building Services

A Division of Romanow Sales Co., Inc.
527 E. Grand River Avenue • Lansing, Michigan 48906
517-372-0700 • 800-589-7211 • Fax: 517-372-3830
www.romanow.com

April 28, 2004

Honorable Joan Bauer, President
Lansing City Council
City of Lansing
124 W. Michigan Avenue, 10th Floor
Lansing, Michigan 48933

Dear President Bauer:

The purpose of this letter is to urge the City Council's endorsement of the annual assessment enabling continued operation of the Principal Shopping District.

Romanow Building Services has been a proud resident of Lansing's Old Town since May of 1996. When expansion recently forced us to purchase larger facilities, we chose to remain a part of the Old Town Main Street business district, and purchased and refurbished the property formerly occupied by Ezray's Clothing Store on the corner of Larch Street and East Grand River. Though RBS is not a retail establishment, we believe strongly in the purpose and agenda of the PSD, and support its continued operation as an advocate of all businesses within the boundaries of the District.

I have personally had the opportunity to serve the Principal Shopping District as a member of the Maintenance Contract Subcommittee, and found the PSD staff and business volunteers to be a competent, dedicated group of individuals. Though economic times are tight, there are a variety of very positive things taking place in the area. The Old Town resurgence continues, and Downtown Lansing is fortunate to see progress such as the expansion of Lansing Community College and the construction of the Boji Complex. As the pendulum reverses and our local economy rebounds, the PSD will play a vital role in the promotion and growth of Downtown Lansing and the surrounding areas.

Your favorable consideration of this matter, as well as that of your colleagues on City Council, is kindly appreciated.

Very truly yours,

Bruce A. Turner
Operations Manager

cc: Principal Shopping District

AGENDA

Lansing City Council

APR 30 2004

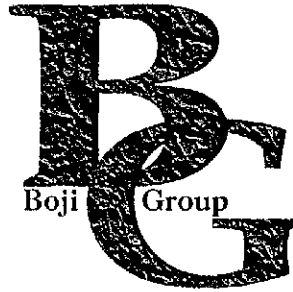
RECEIVED

From the 5-10-04 Council Meeting Packet
REFERRED TO THE COMMITTEE ON
PUBLIC SERVICE AND REFERRED
TO AD-HOC COMMITTEE ON
DOWNTOWN REVITALIZATION

CORPORATE OFFICE:

3093 Enterprise Drive • Saginaw, Michigan 48603
989-799-9610 • 800-992-8316 • Fax: 989-799-9626

124 W. Allegan St.
Lansing, MI 48933
Phone: (517) 377-3000
Fax: (517) 377-3004



7001 Orchard Lake Rd., Suite 422
West Bloomfield, MI 48322
Phone: (248) 626-3555
Fax: (248) 626-3444

Honorable Joan Bauer
Lansing City Council
124 W Michigan Ave.
10th Floor
Lansing, MI 48933

Lansing City Council

MAY 10 2004

RECEIVED AGENDA

Dear Council President Bauer,

I am writing to request the City Council's continued support for the PSD and the renewal of the annual assessment for its continued operation. As a land and business owner in the district, I have spent significant time with the PSD and the activities it supports. I can assure you that the funds spent for their efforts do not go to waste and are needed to forge ahead in creating a strong and vibrant downtown. The efforts of the PSD have been critical in supporting the businesses and potential businesses in the downtown area.

I feel it is therefore important for the Council to approve the 2004-05 PSD Assessment so that the businesses in downtown can rely on the PSD and their programs. The Co-Op Advertising Program, Business Directories, Advertising Opportunities and Sculpture in the Streets Program are important in keeping and attracting the businesses and customers to the downtown area.

Thank you for your time and consideration in reading this letter. Should you have any questions, please feel free to call.

Sincerely,

Ronnie J. Boji
President
Boji Group
Boji Companies



425 South Grand Avenue
Lansing, Michigan 48933
517 • 374 • 6400
Serving Michigan Artists for 40 Years

2003/2004

Board of Directors

President

Daniel Warmels

Treasurer

Anne Hodgins

Past President

Gary McRay

Directors At-Large

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Connie Christy
Doug DeLind
Max Hoffman Jr.
Jim Hopfensperger
Ralph Long
Pat McCarthy
M. Tina Meyers
E. James Potchen, M.D.
Daniel Shaheen
Marchelle Smith
Peg Valenti
Alvin Whitfield
Debbie Zannoth

Advisory Board

Patricia Cook
James Davis
Robert Kleine
Gary McRay
Mary Ellen Sheets
R. Steven Trosty
Daniel Warmels

Executive Director

Catherine Allswede Babcock

Mission Statement

The Lansing Art Gallery
promotes public
awareness, enjoyment
and education
of the visual arts
through the support
of Michigan artists.

Lansing City Council

MAY 10 2004

RECEIVED

May 5, 2004

AGENDA

Honorable Joan Bauer
President, Lansing City Council
City Hall - 10th Floor
124 W. Michigan Ave.
Lansing, MI 48933

Dear Council President Bauer,

I am writing to request the Council's continued support for the annual Principal Shopping District (PSD) assessment. I have been associated with the *Sculpture in the Streets* project for the past three years. My involvement with this committee is to assist in the promotion of downtown as an active, safe and cultural community.

During my involvement, I have come to realize the importance of this committed group of individuals. This active organization creates strategies that will enhance the perception of downtown. As a downtown business and cultural facility, the Lansing Art Gallery directly benefits from the efforts of the PSD. It is important that visitors feel our downtown area is a worthy destination.

It is essential to continue the momentum that has developed over the past several years. I sincerely hope the Council will approve the PSD assessment. Thank you for your consideration.

Sincerely,

Catherine A. Babcock
Executive Director

cc: Kevin Green

Linn & Owen Jewelers

121 WEST WASHTENAW STREET
LANSING, MI 48933
(517) 482-0054

AGENDA

May 4, 2004

Honorable Joan Bauer, president, and members of the Lansing City Council
City Hall-10th Floor 124 W. Michigan Ave.
Lansing, MI 48933

Dear Council:

As a long-standing member of the Lansing Downtown business community, I would like to offer my support for the retention of the Principal Shopping District and the projects the people of the city have only begun through the organization's resources.

The PSD has only started the growth and impact it has the capacity to accomplish. Years of devotion and intense labors are beginning to result in new programs for our downtown. The same efforts are bringing events, awareness and excitement. Those in turn are bringing residents, business owners and large construction projects, all of which point to a vibrant and desirable "Cool City."

Don't be fooled that the PSD might not have been a key part in all that is beginning to happen. Don't let a good thing end before it comes to fruition. The PSD is run by a resourceful team that wants to succeed. They will work with every office, every business owner and every landowner to make this city what we all wish it to be. We need the PSD.

Sincerely,



Stewart Powell
Owner

Lansing City Council

MAY 10 2004

RECEIVED



**Old Town
Commercial Association
Board of Directors**

*Michael Harrison, President
Harrison Properties*

*Diane Ewing, Vice President
The Temple Club*

*Kevin Smith, Treasurer
Old Town Resident*

*Walter Staff, Secretary
Staff Video*

*David Egan, Member at Large
Egan Video*

*Peter Aughney
Capital City Reprographics*

*Regina Bell
Old Town Resident*

*Jodie Garcia
Old Town Property Owner*

*Jean Lodge
Franklin Street Community
Housing Corporation*

*Renee Owings
Compware*

*John Truscott
Truscott Group*

Old Town Main Street
1232 Turner Street
Lansing, MI 48906
p: 517.485.4283
f: 517.485.4303
www.oldtownmainstreet.org
oldtown@oldtownmainstreet.org

April 28, 2004

Lansing City Council

Mayor Tony Benavides
9th Floor City Hall
124 W. Michigan Avenue
Lansing, Michigan 48933

APR 29 2004

RECEIVED

AGENDA

Dear Mayor Benavides,

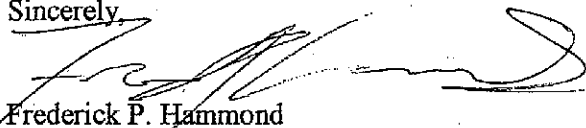
The Old Town Commercial Association is proud to be included in the Principal Shopping District, and we appreciate the work that they do for Lansing.

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The OTCA has always had a very open relationship with the PSD, which helps us to understand each other's goals and projects. Director Kevin Green sits on our Board of Directors as an ex officio member, and OTCA Director Laura Millard fills the same seat at the PSD's Board meetings. Our offices are in contact frequently, as the PSD aims to create programming that mutually benefits downtown and Old Town.

We hope that the City recognizes OTCA's relationship with the PSD as positive and solid. Our inclusion in the PSD is an asset that we consider to be invaluable.

Sincerely,


Frederick P. Hammond
President, Old Town Commercial Association

Cc: Kevin Green, Principal Shopping District
Lansing City Council

Our Mission: To facilitate the economic development of Lansing's Old Town area through the preservation of historic preservation, business recruitment and community outreach.

May 7, 2004

AGENDA

Lansing City Council

MAY 12 2004

RECEIVED

Dear President Bauer and City Council Members,

It's time for you to consider the 2004-05 PSD Assessment and I'd like to go on record to strongly support PSD and ask for your continued support.

In the 30 years I owned a business in the 100 block of South Washington Square and now for the past two years still work in a hair salon, I've never worked with a downtown organization or association who keeps in touch so well with those of us who work in the downtown area.

- ✓ They create such a welcome feeling of community.
- ✓ Bring business owners & workers together to discuss positive ways to become and stay successful thru networking.
- ✓ Newsletters keeps us aware of what's happening when we can't attend meetings
- ✓ Ribbon cutting ceremonies make newcomers feel so welcome.
- ✓ Sculpture in the streets were so cool! My clients are looking forward to the "Cars" this summer.

- ✓ And most importantly, Kevin and Barb do not live in an Ivory Tower... they are on the streets and visit the businesses, hear what we have to say, answer our questions, and make us happy to be part of the downtown area and of the PSD.

Thanks for your consideration.

And keep up the fine job you all are doing to make Lansing a city we can be so proud of!

Sincerely,

Roberta Albert, Cosmetologist

at Michael G's Hair Company
111 So. Washington Square

BY THE COMMITTEE OF THE WHOLE

RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, the City of Lansing, a Home Rule City, has the authority to enact a nuisance abatement ordinance as a means to promote the public health, safety, and welfare of its citizens to achieve the valid goal of the City's police power; and

WHEREAS, the Home Rule Cities Act, Michigan Compiled Laws Annotated § 117.01 et seq., authorizes the City Council to act in a quasi-judicial manner in determining if there has been any violation(s) of this ordinance; and

WHEREAS, Chapter 630 of the City Ordinance allows for a portion of the property to be padlocked or boarded, whichever is appropriate, for a period of up to one year from the date Council adopts the resolution; if there has been two investigations within six months where controlled substances and/ or drug paraphernalia were found in the investigation of the police; and

WHEREAS, the owner of such property shall be offered all due process rights including proper notice and a hearing; and

WHEREAS, the standard of review to be used by the City Council in determining if a property is a public nuisance is a preponderance of the evidence; and

WHEREAS, the City Council shall support its decision with competent, substantial, and material evidence on the record created during any hearings; and

WHEREAS, on November 24, 2003 the Lansing Police Department did a Knock and Talk at 907 S. Holmes, and where the police were given verbal consent to enter 907 S. Holmes by the property owner, and the police discovered drug paraphernalia in plain view, and resulting in a citation being issued to the property owner, Rodney Kik, for possession of narcotic equipment; and

WHEREAS, in accordance with Section 630.05 of the City Code, the City Attorney sent a letter to Rodney Kik 907 S. Holmes, Lansing, MI 48912, the owner of record, advising him that under the provisions of Chapter 630 of the City Code, if the property was investigated within six months of November 24, 2003, and controlled substance and/or drug paraphernalia were found, then the City could prohibit occupancy of the property for a period of up to one year and/or hold the owner liable for the full cost of any City staff used in the second and subsequent investigations, and assess such costs against the property; and

WHEREAS, on December 16, 2003, the Lansing Police Department Special Operations Section (LPD-SOS) received information that a drug house was located at 907 S. Holmes, and a search warrant was obtained for said premises, and under said warrant the residence was searched, and the LPD-SOS with the assistance of the Lansing Police Department START team located controlled substances and drug paraphernalia in plain view, and LPD-SOS arrested seven people for frequenting a drug house, and Rodney Kik was arrested and charged with possession of controlled substances; and

WHEREAS, on February 5, 2004, the City Attorney sent a second letter to Rodney Kik, 907 S. Holmes, Lansing, MI 48912 notifying the owner of the drug activity occurring on December 16, 2003; and

WHEREAS, the Lansing Police Department has reported that 907 S. Holmes has been a house of illegal drug use and prostitution since May of 2000; and

WHEREAS, the City Attorney recommended that the provisions of Chapter 630 of the Code be enforced against the property owner; and

WHEREAS, a public hearing occurred before the Committee of the Whole on May 13, 2004, giving the Lansing Police Department and Rodney Kik the property owner of 907 S. Holmes, the opportunity to present competent, substantial, and material evidence; present factual and legal arguments; and cross examine the opposing witnesses to protect the due process rights of the parties; and

WHEREAS, the Committee of the Whole reviewed the evidence and heard additional testimony regarding 907 S. Holmes recommends that 907 S. Holmes be padlocked from no sooner than May 27, 2004 until November 1, 2004 and

WHEREAS, Rodney Kik, the property owner of 907 S. Holmes, may appeal the City Council's decision to the Circuit Court within ten days from the date of the City Council's decision; and

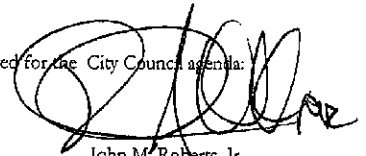
WHEREAS, the Circuit Court shall review the decision, if appealed, to determine if it was in violation of the law, was obtained by fraud, or is an abuse of discretion; and if it is supported by consistent, substantial, and material evidence on the record; and

NOW, THEREFORE, BE IT RESOLVED that the City Council finds and hereby orders that 907 S. Holmes be padlocked no sooner than ten days after the passage of this resolution until November 1, 2004. Costs and expenses incurred by the City in connection with the abatement actions shall be assessed against the property and constitute a lien against the property until the expense is fully paid to the City.

BE IT FURTHER RESOLVED that 907 S. Holmes shall remain in probation for one year after the termination of the padlocking period to prevent the property from returning to a public nuisance status.

FINALLY, BE IT RESOLVED that it is hereby ordered that the City Attorney's Office, Law enforcement officials and the Office of Code Compliance shall carry out this order by City Council.

Approved for the City Council agenda:



John M. Roberts, Jr.
Acting, City Attorney
Dates: 6-14-04



MINUTES

Ad Hoc Committee on Downtown Revitalization

Friday, May 14, 2004 – 8:00 a.m.

Tenth Floor Conference Room

City Hall

Call To Order

Councilmember Jeffries called the meeting to order at 8:00 a.m.

Roll Call

Council President Brian Jeffries, Chair
Councilmember Sandy Allen, Member – excused absence
Councilmember Geneva Smith, Member
Councilmember Carol Wood, Member

Others Present

Kevin McKinney, PSD Board of Directors
Patricia Cook, EDC
Kevin Green, PSD
Matt Weingarden, PSD
Barb Hicks, PSD
David Hayhow, PSD Board of Directors
Todd Cook, LRCC
Mark Latterman, representing downtown merchants
David Wiener, Mayor's Office
Tina Gallante, Council Staff

Public Comment on Agenda Items

Taken at time of agenda item.

Approval of Minutes

No minutes were acted upon.

DISCUSSION/ACTION

PSD

A brief overview of the PSD was given which included some of the changes that occurred over the years. Councilmember Jeffries brought up the fact there has been a lot of discussion on downtown maintenance issues within the PSD and felt an overall discussion to pinpoint some of the main concerns could begin dialog on solving some of the issues.

Mr. McKinney reported he chairs the maintenance committee. When they last went out for the RFP, they solicited over 100 companies and only received a handful of interested parties. They have gone through three contractors now, and have now attempted to try different approaches on the maintenance.

Mr. Green reviewed the financial impact of the maintenance budget as a result of not having an increase. Ms. Cook reviewed some of the history of the maintenance of the downtown committee. The City had to set up an ad hoc committee in order to participate in national revitalization funds available for downtowns. The goal and objective is that if contractors changed, there would be goals and objectives in place, which is what is before the Committee today.

Mr. Green reviewed the maintenance task schedule. They believe the key period is to move forward with the current bidding process. Mr. McKinney responded they did not anticipate the living wage. Mr. Green indicated there are six employees represented within the contract.

Councilmember Jeffries spoke on the company from Grand Rapids and the trip that was taken by some of the Councilmembers. They were amazed by the cleanliness and façade improvements to the City. Was this a combined effort with the City and someone else? Mr. Green reported they do not yet know for sure, but are of the understanding it is a dual effort between the City and someone else.

Councilmember Smith expressed her concern on the snow removal in the downtown area, especially around the parking meters. Ms. Cook spoke on two separate entities that are responsible for snow removal, the Public Service Department and the PSD, which conflict each other. Councilmember Smith indicated that this City should be clean, if the contractor is not doing what they are suppose to be doing, they should be let go and get someone else. As the capital City we should do a better job at inviting people to come downtown. When she has spoke to downtown business owners and some have indicated they would be willing to pay a little more money to ensure its cleanliness, while there are others who are not satisfied at all with the PSD.

Ms. Cook reported they do not have the standard for what is needed, but the new contract will address those needs.

Mr. Latterman commented that in terms of the cost of the maintenance, his group recognizes there has been no increase, and they acknowledge that does need to be looked at. In an appropriate structure, his clients would be willing to pay more because they recognize there is a problem.

Councilmember Jeffries questioned if there was any more money out of the \$250,000 that went to the Capital regional? Ms. Cook reported she does not believe so and cited some of the other matters that the money was used for out of the grant.

Are there any other grants available? Mr. Green reported there has not been a single community that has discussed any grants available, especially for maintenance, they are just not available.

Mr. Cook commented there would have to be a plan as to how the money was going to be spent. It is a matter of how the PSD is going to move forward and that they not seen as an entity all by itself.

Mr. McKinney commented he hopes the Committee understands the PSD is trying to maintain a high standard. It is a constant, very labor intensive monitoring effort on the part of the PSD staff to ensure the contractor is doing what they should be.

Councilmember Jeffries expressed his concern in terms that he does not feel anyone at the table should have the belief that with the amount of money in this, clearly the money has not been there to perform a sufficient job that needs to be done. If we maintain the maintenance agreement at this amount, the services will continue to go down. He does not have the expectation of opening up the assessment process. He would be very concerned about throwing the idea out and reinventing

something new. We need to look at what the expectations are. He would like to know what the people downtown are thinking. What is the level of service the people would be satisfied with and then figure out what the cost is going to be.

Mr. Cook commented there are a lot of shareholders downtown that have a number of concerns and he feels it would make sense to get all the issues out at once. Ms. Cook commented this causes her some concern, because it is the first time his group has voiced that there are other issues. Mr. Cook reported the other concerns are items the PSD may not be able to solve alone. Ms. Cook has seen how the PSD has become tied-in with EDC and the entire vision of downtown. She sees the slide of possible concerns going into EDC's purview and she is concerned about that.

Mr. Latterman stated the smaller businesses need to be addressed by the larger businesses are paying the brunt. He feels the PSD is taking on too much for their budget. Concentration of retention of business should be addressed.

Mr. McKinney stated it would be helpful to articulate those concerns. He has spoke to many of Mr. Latterman's clients who have indicated they do support the PSD. The PSD started out doing special events, and then they realized they had to have a vision; the blue print of which to move forward. They are doing a retention program and their services are very fluid. They are responsive to their shareholders.

Councilmember Smith commented being the representative for this area, she knows that some of the business owners have an issue with the PSD marketing. Mr. McKinney then asked that she share those concerns with the PSD on a regular basis. He has heard some of those concerns, but not from her before.

Mr. Hayhow added that their PSD committee is made up of their constituency. The decisions they make are driven by that constituency. The only way the PSD can address concerns, is if they are communicated to them. They welcome any comments any time, but they need to know about them.

Councilmember Jeffries recapped some of the concerns addressed:

- Maintenance issues.
- What is it that the PSD is and is not expected to do?
- Marketing effort.
- Retention efforts.
- Structure of the group, whether it is part of the City or not.
- Element of control over the assessment.
- Communication of the groups
- How do the PSD and EDC fit in with the vision and development of downtown?
- What could be the State's share and their roll?
- Residential/loft living.

Mr. Wiener added that the common goal is a healthy downtown and to explore and learn ideas together. He urges not to get too negative because he does feel there is a good structure.

Councilmember Jeffries questioned the Convention Visitors Bureau funding. Mr. McKinney reported he is on the board now, but was not when they pulled out of the program. He feels it is worthy of revisiting that issue.

Mr. Wiener spoke on other issues that are ongoing which is developing the downtown as an entertainment district, Cool Cities, and strengthening the arts.

Mr. Latterman offered that the issue of the State is important and would offer his assistance in those discussions.

Councilmember Jeffries reported he will get the information outlined and call another meeting.

ADJOURN

The meeting was adjourned at 9:40 a.m.

Tina M. Gallante
Senior Legislative Assistant
Lansing City Council

Approved by the Committee on 6-14-04

Appropriate documents attached to original set of minutes.



Brian - Take a look @
these when you have
a chance & let me
know - Thank
5/19 Ting

MINUTES

Ad Hoc Committee on Downtown Revitalization

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Tenth Floor Conference Room

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Councilmember Carol Wood

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Kevin Green, PSD
Matt Weingarden, PSD
Barb Hicks, PSD
David Hayhow, PSD Board of Directors
Todd Cook, LRCC
Mark Latterman, Citizen
David Wiener, Mayor's Office
Tina Gallante, Council Staff

DRAFT

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Approval of Minutes

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Mr. Green reviewed the maintenance task schedule. They believe the key period is to move forward with the current bidding process. Mr. McKinney responded they did not anticipate the living wage. ~~Councilmember Jeffries is definitely within the living wage.~~ Mr. Green indicated there are six employees represented within the contract.

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ADJOURN

The meeting was adjourned at 9:40 a.m.

Tina M. Gallante
Senior Legislative Assistant
Lansing City Council

Approved by the Committee on _____.

Appropriate documents attached to original set of minutes.



AGENDA

**Ad Hoc Committee on Downtown Revitalization
Friday, May 14, 2004 – 8:00 a.m.
Tenth Floor Conference Room, City Hall**

**Councilmember Brian Jeffries, Chair
Councilmember Carol Wood, Member
Councilmember Geneva Smith, Member
Councilmember Sandy Allen, Member**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT ON AGENDA ITEMS**
- 4. DISCUSSION/ACTION:**
 - A. PSD**
 - B. Other**
- 5. ADJOURN**

AD Hoc Committee
Dawson Redoubt
Committee
5/14/04
Date

NAME	ADDRESS	REPRESENTING	PHONE
Kevin Green	309 N. Washington Sq.	FSD.	487-3372.
Mark Weinberger	229 N. Washington Sq	FSD	487-2822
Catherine Case	309 N. Washington Sq	Leasing EDA	483-4140
Bill Weber	309 N. Washington Sq	Leasing FSD	487-3141
Ken A McKinley	210 W. Chestnut St.	FSD	487-2811
Todd Cook	300 S. Michigan	Leasing Regional Corp	487-6390
David T. Hayhow	360 W. 1st Ave	FSD	344-6564
Mark A. Lattin	1300 S. 1st Ave	FSD	484-7723
David Meyer	City		
Jim Ruff	City		



PRINCIPAL SHOPPING DISTRICT

IX A4

RECEIVED
FEB-5 PM 2:48
LANSING CITY CLERK

February 5, 2004

Debbie Miner
Lansing City Clerk
124 W. Michigan Ave
Lansing, MI 48933

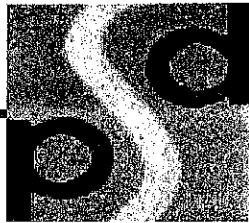
Dear Ms. Miner,

Attached is a copy of the Principal Shopping District's 2003 Annual Report for your review and files. I feel the information contained within the report presents a strong overview of the PSD's accomplishments, services and programs. If you prefer an electronic format, please contact the PSD Office and staff will provide you with a PDF version of the report.

If you have any other questions or concerns regarding the report, please contact the PSD Office and they will assist you immediately. Additionally, I am available to help as well.

Sincerely,

Kevin McKinney
Chair, PSD Board of Directors



Principal Shopping District
Annual Report 2003



Principal Shopping District
Annual Report
2003

January 20, 2003

Reflecting on the last year, the amount of change within the Principal Shopping District (PSD) is astounding. To refer to the area as stale is to have missed a year filled with a growing number of restaurant and retail establishments, high-profile events and renewed interest in downtowns from the state. Our one constant being member commitment, with 60 business and property owners serving on boards and committees.

This year has witnessed successful ventures with the expansion of Sculpture in the Streets, improved cooperative advertising opportunities, the Lansing Incentive Program (LIP), and a direct advertising partnership with the Michigan Department of Management and Budget. PSD has also seen a number of personnel changes. After hiring a new marketing manager in late June, a new executive director search began in early December. Although past staff members are missed, new staff bring renewed energy and enthusiasm. The board also added four non-voting advisory members: Joseph Chin, Department of Management and Budget; Robert Fish, Beaners Gourmet Coffee; Eric Rosekrans, CBRE-Martin; and Vincent Villegas, Briarwood Realtors. These additional voices provide unique insight in crafting board priorities and objectives.

As we move to expand our strategic plan into 2004, we are enthusiastic to continue working with Downtown and Old Town Lansing stakeholders. The Principal Shopping District exists to serve the business community and expand opportunities for growth. On behalf of the PSD Board of Directors, we are prepared for another dynamic year for business in the district.

Sincerely,

Kevin McKinney
PSD Board Chair

PSD HISTORICAL DATES

1974: The City of Lansing creates Washington Square Mall Advisory Board and begins collecting an assessment for maintenance on the North Washington Square Mall.

1978: The City of Lansing expands maintenance to include South Washington Square.

1980-90: Numerous groups form to address revitalization in downtown and Old Town. Concerns are raised regarding mall maintenance and snow removal.

1993: As a consequence of downtown decline, a private initiative, headed by Lansing 2000, to revitalize the core city began in earnest. A coalition of groups provide funding for "Downtown Lansing" to streamline efforts.

1994: A committee is established to explore the feasibility of creating a permanent entity devoted to the core city.

1995: A Lansing Principal Shopping District proposal is supported by a number of organizations, including the Downtown Business Association, Lansing Economic Development Corporation, Lansing Regional Chamber of Commerce, and Old Town Commercial Association.

1996: The Lansing PSD is formally created and begins serving the business community.

PSD Executive Summary

In addition to maintaining 1,260,184 sq. ft. of sidewalk and 46,872 sq. ft. of grass (a surface area of 30 acres), the PSD promotes and advocates on behalf of district businesses in a variety of ways.

- **Business Expansion/Recruitment**
 - Created Lansing Incentive Program (LIP)
 - Awarded five \$3,000 grants
 - Four grants in Downtown area
 - One grant in Old Town area
- **Cooperative Advertising**
 - PSD matched merchants to buy \$30,000 in television ad time
 - Twenty-two businesses participated
 - Commercials ran 660 times with a total airtime of over 5 ½ hours
- **Downtowner Partnership**
 - Secured partnership with Michigan Department of Management and Budget to distribute a "Downtowner" bulletin
 - Bulletin features downtown sales, specials and events
- **Monthly Newsletter to Shareholders**
 - Principal Source is mailed to over 1,000 PSD businesses, property owners and stakeholders
 - Features programs, services and events
- **Success Team Service**
 - PSD offers peer-advising sessions to new and existing businesses.
 - Assisted three businesses with a five-hour total interview and follow-up session
- **PSD Website – www.lansingpsd.com**
 - Serviced 4,000 visitors to the website
 - Features popular *events calendar*, with visits doubling from Oct. to Dec.
- **Town Hall Forum Series**
 - Average attendance of 40 participants
 - Topics included: *Parking, Capitol Loop, and Meet the Candidates*
- **Sculpture in the Streets**
 - Attracted thousands of visitors and high-profile attention to downtown
 - Raised \$25,000 in last two years
 - Secured partnership with the Lansing Art Gallery and General Motors for 2004
- **New Gift Certificate Program**
 - Offer certificates online or via telephone
 - Over \$7,000 redeemed by 2001
 - Participants include all interested district businesses
- **Contributions**
 - \$11,000 to Old Town Commercial Association
 - \$4,000 to Silver Bells in the City
 - \$2,000 for event mini-grants: Blues Fest, Jazz Fest, Michigan Pride, Michigan Parade
- **Business Over Breakfast**
 - Held monthly for information exchange
 - Annual participation of 320 shareholders
 - Nine businesses served as sponsors
- **Real Estate Database**
 - Maintained listing of available real estate
 - Conducted prospective business owners on guided tours of District
- **Business Directory**
 - Distributed 7,000 business directories
 - Updated directories quarterly
- **Mystery Shopper Service**
 - Provided free to district businesses for service evaluation
 - Coordinated reporting process for numerous downtown businesses
- **Committee Participation**
 - PSD had six active committees with over 50 business and property owners involved

Principal Shopping District RETENTION/BUSINESS SERVICES

The PSD Board has created numerous services to make the district an attractive place to do business. It is a priority to identify and resolve problems quickly, if not before they arise. PSD works to maintain a clean environment and offer many modes of communication for information exchange.

COORDINATE MAINTENANCE

The PSD Maintenance Committee, made up of 8 PSD business owners, monitors a downtown maintenance contract responsible for sidewalk cleanup, berm care and sidewalk snow removal. This is renegotiated every three years. **This entails maintaining 1,260,184 sq/ft of paved sidewalks and 46,872 sq/ft of grass or a total surface area of 30 acres.** The committee also reviews reports from Maintenance Monitors who rate upkeep in the district. Throughout 2003, **PSD staff attended to 63 direct business complaints** ranging from property damage to excessive ice and snow removal.

MANAGE DOWNTOWN PERMITS

The PSD Permit Advisory Committee

assists in coordinating permits for businesses that use downtown sidewalks, special events, street vendors and charitable solicitors. **This year 45 permits were processed via the PSD office**, with over two-thirds of those for businesses using the public right-of-way.

PSD OFFERS DESIGN ASSISTANCE

PSD staff coordinated a second **Community Design Assistance Program for 18 downtown storefronts**. These designs are available to downtown property owners as they consider façade improvements.

MAIL 14,220 NEWSLETTERS

The PSD's Principal Source keeps businesses informed of its services and programs. In 2003, the PSD office wrote and produced the monthly newsletter, **direct mailing to over 1,000 PSD businesses**. Principal Source lists important dates, lists PSD services and programs, features district businesses and provides low-cost advertising opportunities. In July, it was revised for easier reading.

MYSTERY SHOPPER PROGRAM

To assist merchants in providing the best quality service, PSD coordinates a mystery shopper program of volunteers who visit district businesses and rate their visit. **Similar programs are offered by private sector firms, but the PSD program is free.**

EXPAND WEB PRESENCE

The **PSD website serviced over 4,000 people in 2003** and went through some dramatic changes. The site features an extensive business directory and a section devoted entirely to keeping business owners informed of services and opportunities. Updates to the PSD web calendar now make the site's most visited page easier to post all of the district's many events, sales and specials. **Visits to the calendar have doubled from October to December.**

NEW GIFT CERTIFICATE PROGRAM

PSD's gift certificate program has always been popular with consumers. Since 2001, **the PSD has placed an additional \$7,000 into the pockets of merchants**. In November, the PSD gift certificates were made available online and via telephone through a partnership with Certifichcks.com. **This service is free for any interested business in the district. The program saw a 6-week sale of 50 gift certificates.**

NEW TOWN HALL FORUM SERIES

Beginning in late summer, a Town Hall Forum Series provided a new method of addressing business concerns. **With an average attendance of over 40 participants**, the meetings focused on a single issue, connecting business owners with decision-makers. Forum topics included parking, advertising for small businesses, the Capitol Loop project, and "Meet the Candidates."

AT A GLANCE MERCHANTS UPDATING MERCHANTS

The monthly Business Over Breakfast (BOB) has continuously served as a powerful communication and networking tool. Billed as a 45-minute upbeat information exchange, the BOB provides merchants with information about downtown events, updates on services and introductions with other downtown stakeholders.

The BOB's easy-going atmosphere and fast-paced agenda makes it ideal for business owners unable to commit large periods of time. Along with merchants, speakers include representatives of the mayor's office, City Council, Arts Council, Lansing Police, and Conventions & Visitors Bureau. The key to keeping the agenda moving is a 2-minute time limit for speakers - those going over get hit by nerf balls.

From January to November, **BOB attracted over 320 participants with nine sponsors** at three locations. The new "sponsorship" opportunity allowed District merchants to present information about their business in exchange for covering a portion of a low-cost breakfast. A survey of BOB participants found that merchants appreciate the time to relax with neighbors and learn what's happening in Lansing.

Principal Shopping District MARKETING/PROMOTIONS

With each year come various challenges to marketing the district and this year was no exception with new competition from outside areas and continual state job cuts. The six-member Marketing Committee met 13 times in 2003 to strategize ways to sell the district as a whole. A staff person serves as coordinator for marketing efforts, following the committee's plans.

TELEVISION ADVERTISING

The Co-op Advertising Program became 2003's most popular marketing initiative. **The program halved the cost of purchasing television advertising time for 22 businesses.** Merchants commercials were played inside a "donut" advertising the district as a destination using the theme "Unique. Like You." In total, **44 television packages were sold featuring district businesses on 660 commercials with a total airtime of over 5 1/2 hours.**

ADVERTISING OPPORTUNITIES

The PSD coordinated **advertising space promoting forty-three district businesses** at the Lansing Center, Michigan State Library and Impressions Five. In collaboration with Old Town Mainstreet, **the PSD distributed 7,000 business directories** featuring business

contact information and hours. Merchants find the directories helpful in cross marketing and customers enjoy seeing the number of places to visit.

PARTNERSHIP WITH THE STATE

The PSD secured a new partnership with the MI Department of Management and Budget to post its "Downtown" newsletter in all state buildings. District businesses and events will be featured along with sales, specials and discount opportunities. This partnership has the potential to expand to an email version of the bulletin sent directly to state employees.

PSD CONTRIBUTES \$17,000

By spreading its money to programs throughout the district, the PSD Board has been committed to supporting strong programs and events that impact district businesses. Since its inception, the PSD has been a major sponsor of **Silver Bells in the City, contributing \$4,000 in 2003.** Old Town Mainstreet receives substantial support through PSD staff participation and a **\$11,000 contribution for promotional events like Festival of the Sun.** In 2003, the PSD Board **provided \$2,000 for mini-grants** to Old Town Business and Art Development Association and Michigan Parade.

PSD PROMOTES E-MARKETING

To better serve the growing online community, the PSD Office has an email database with over 400 businesses and shareholders. The PSD Marketing Committee also supported increased e-marketing and plans to hold workshops devoted to developing e-marketing skills

PSD IN THE NEWS

Committed to keeping the district in the news, the PSD office put out **over 5 press releases each month and held 4 press conferences.** Additionally, PSD staff wrote numerous articles for publications promoting PSD programs and events. **Fourteen new business ribbon cutting ceremonies were held, with 11 featured on television.**

DOWNTOWN KIOSKS AND SIGNS

In hopes of making visits to downtown easier on patrons, the PSD Board lobbied for funding, created and installed **pedestrian maps on kiosks in the downtown area.** PSD staff oversaw a wayfinding study and secured funding for installation of new signs. The kiosks and signs work to make downtown visits a positive experience, especially for unfamiliar or new visitors.

AT A GLANCE BUSINESSES SUPPORTING BUSINESSES

The 2nd Annual Sculpture in the Streets public art exhibition was a resounding success by any measure. **The Sculpture in the Streets exhibit has become a premier promotional event,** attracting thousands of visitors and creating buzz in Lansing.

The 2003 exhibition included 20 statues, five more than 2002, spread throughout Washington Sq. and Michigan Ave. The exhibit received impressive media attention, featured on television, radio and in print. **Funded entirely through private donations from over 100 sponsors, the two Sculpture in the Streets programs raised nearly \$130,000 in revenue.**

The goal of the Sculpture in the Streets program is to promote walking traffic in the downtown and attract new customers to the restaurant and retail establishments. **Over two years, the fundraiser provided \$25,000 in profits, \$19,000 of which has been allocated for recruitment projects.** Plans for the 2004 exhibition are already underway, with a major partnership already secured between the PSD, Lansing Art Gallery and General Motors Corporation. With General Motors serving as signature sponsor, the program is looking to raise its highest figure yet. As this event continues to grow, it will bring more attention and customers to the district, along with supporting continued efforts for revitalization.

Principal Shopping District REVITALIZATION/RECRUITMENT

The Principal Shopping District Board has remained dedicated to the belief that successful revitalization requires the direct participation of current merchants and property owners. PSD revitalization goals always involve merchants and property owners or involve supporting their existing efforts.

STAFF BLUE RIBBON COMMITTEE

Since the creation of the Mayor's Blue Ribbon Committee on Downtown Revitalization, the PSD provided staff and financial support for this initiative. As a result of this group, the PSD secured funding and developed an office tenant program intended to **recruit office building occupants with a \$10,000 grant** administered through the Lansing EDC. This proposal stemmed directly from property owners' concerns over high office vacancy rates.

ASSIST PROPERTY OWNERS

PSD staff continued serve as staff support for the Blue Ribbon Committee's Ad Hoc Property Owners Committee. This **committee met five times to investigate the state of office vacancy** and drafted recommendations to the full committee. The group's goals included creating incentives for new businesses, finding key development sites, creating marketing strategies for new users, addressing parking issues and exploring mixed-use development.

DIRECT RECRUITMENT EFFORTS

The PSD's Retail Recruitment Team, made of merchants and property owners, met twelve times throughout 2003. The group operates with the goal of attracting new, unique businesses to the district. The recruitment team designed and implemented the Lansing Incentive Program. The members of the team distributed information about operating district businesses through

direct contact with non-district merchants. Additionally, the members **promoted doing business in the district through a \$4,000 for print ads and informational brochures.**

MANAGE REAL ESTATE DATABASE

PSD Staff assisted individuals interested in locating within the district by maintaining a property inventory and realty agent contact database. **Real estate availability is listed daily on the PSD website and monthly in the PSD's newsletter.** Staff also conducted walking and driving tours for multiple prospective business owners, providing information on incentive programs and property owner contacts.

SUCCESS TEAMS AID BUSINESS

The PSD's Success Teams service new

district businesses with sound advice from 3-4 successful merchants. Teams visit the new business, talk with the new owner and create a report filled with suggestions for improving business. In 2003, the **PSD coordinated 3 success teams, each taking nearly 5 hours** for meetings and report creation. Though Success Teams need a lot of time and energy, the benefits of the program have been worthwhile.

RELATIONSHIPS WITH AGENCIES

PSD staff served as liaison with numerous state offices, consultant firms, and grant-providing foundations. The PSD Board of Directors sees future collaborations with the Lansing Regional Chamber of Commerce, Lansing Economic Development Corporation and other agencies as being crucial to future successes.

AT A GLANCE RETAIL ATTRACTING RETAIL

In the Spring of 2003, the Retail Recruitment Team created a program meant to attract new businesses in targeted areas. **The Lansing Incentive Program (LIP) grants became available for new businesses to purchase \$3,000 in start-up related costs**, such as media advertising, legal services and consultant fees.

Grants were awarded on a first-come, first-served basis with **a total of \$15,000 set aside for four grants targeted in the downtown and one in Old Town.** Prospective businesses applied and interviewed with the Retail Recruitment Team. PSD Staff coordinated record and bookkeeping services for the grant along with monitoring appropriate use of grant money as outlined by the Recruitment Team.

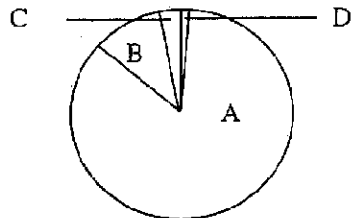
After its first year, the program is a success with **all five grants awarded in less than seven months.** During that same period of time, *fourteen* new businesses moved into the district with two more following immediately after the program was closed. The LIP grant was promoted as being one more funding source for private businesses, in addition to the many City of Lansing programs.

Almost as important as the program itself, is the fact that program funding came directly from private donations. **Funding dollars came directly from profits realized through the Sculpture in the Streets public art exhibition.** Thus the PSD used private fundraising in creating a program to compliment existing public grants.

The LIP grants are dependent upon the PSD's ability to raise funding, yet with past fundraising success, the future of this program looks very promising.

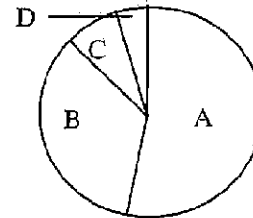
Principal Shopping District FINANCING

REVENUE



A. Assessment	\$416,500
B. City General Fund	\$ 44,500
C. Grants	\$ 10,000
D. Misc. Income	\$ 4,100
Total	\$475,100

EXPENDITURES



A. Maintenance	\$252,500
B. Personnel/Office	\$173,000
C. Marketing	\$ 32,500
D. Other	\$ 17,000
Total	\$475,000

Principal Shopping District People

Board of Directors

Kevin McKinney, Chairman
 David Hayhow, Vice-Chair
 Patricia Cook, Treasurer
 M. Catherine Blumer, Secy
 Ronn Blodgett, The Mole Hole
 Ron Boji, Boji Group
 Bill Castanier, Castanier Public Relations
 Craig Harris, Turkeyman Deli
Advisory Board Members
 Joseph Chin, Dept. Management & Budget
 Robert Fish, Bearers Gourmet Coffee
 Linda Sutton, Old Town
 Vincent Villegas, Lansing Resident

Maintenance Committee

Kevin McKinney, Chair
 Sam Bachelor, Gentilozzi
 Murray Britton, City O&M
 Paul Dykema, City Forester
 Sara Gower, Sara's Lunchbox
 Jeff Padcen, Public Policy Assoc.
 Terry Stubblefield, Mr. Toad's
 Mark Ter-Har, City Market

Marketing Committee

Bill Castanier, Chair
 Aura Bakos, October Moon

Sara Lincoln, Christian Science
 Karlyn Wickham, Yellow Strawberry
 Terry Carella, Cooley
 Laura Millard, Old Town
 Jana Nicol, Gone 2 the Dogs
 Ruth Berger, LCC

Permit Advisory Committee

Stuart Powell, Chair
 Roberta Albert, Michael G's
 Barb DeRose, Barb's Hallmark
 Terry Sleep, Dollar Deal
 Kirk Stone, Frizbee's
 Karlyn Wickham, Yellow Strawberry

Retail Recruitment Team

Ronn Blodgett, Chair
 Bill Castanier, Castanier Public Relations
 Cathie Blumer, University of Michigan
 Patricia Cook, EDC
 David Kositschek, Kositschek's
 Kevin McKinney, McKinney & Associates
 Stewart Powell, Linn & Owen Jewelers
 Marchelle Smith, EDC
 Linda Sutton, Old Town Main Street
 Karlyn Wickham, Yellow Strawberry

Property Owners Ad Hoc

Eric Rosekrans, Chair
 Ron Boji, Boji Group*
 George Eyde, Eyde Construction
 Joel Ferguson, Ferguson Dev.
 Irvin Kebler, Eyde Construction
 Steve Linder, Sterling Corp.
 Kevin McKinney, McKinney & Ass.*
 Emerson Ohl, Granger Co.
 Ken Stockwell, Stockwell Real Est.
 Gary Weston, Kewpee Sandwich

DLI Board of Directors

Kevin McKinney, Chairman
 David Hayhow, Vice-Chair
 Patricia Cook, Treasurer
 M. Catherine Blumer, Secy
 Ronn Blodgett, The Mole Hole
 Ron Boji, Boji Group
 Bill Castanier, Castanier Public Relations
 Amy Farmer, General Motors
 David Feldpausch, Capitol National Bank
 Craig Harris, Turkeyman Deli

Sculpture Planning Group

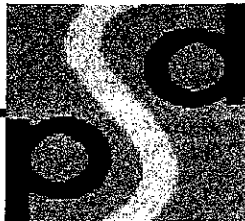
Cathie Blumer, Chair
 Marchelle Smith, EDC
 Sue Mills, Arts Council
 Liza Estlund-Olson, City of Lansing

Cathy Babcock, Lansing Art Gallery
 Marty Riel, City of Lansing
 Ronn Blodgett, The Mole Hole
 Gretchen Cochran
 Tracy Padot, CVB
 Linda Frederickson, LEPPA

PSD Staff

Leanne Stites, Executive Director
 Barbara Hicks, Executive Assistant
 Matt Weingarden, Marketing Manager (June 30-present)
 Lisa Rentz, Marketing Manager (Jan. 1-May30)

* Denotes PSD Board Membership

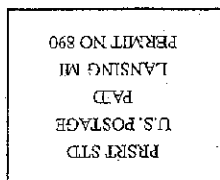


PSD Board of Directors

Kevin McKinney, Chairman
Patricia Cook, Treasurer
Ronn Blodget, The Mole Hole
Bill Castanier, Castanier Public Relations

David Hayhow, Vice-Chair
M. Catherine Blumer, Secy
Ron Boji, Boji Group
Craig Harris, Turkeyman Deli

Current resident or



Principal Shopping District
309 N. Washington Square, Ste. 018
Lansing, MI 48933
www.lansingpsd.com

CHAPTER 812. DOWNTOWN LANSING AND ENVIRONS PRINCIPAL SHOPPING DISTRICT*

812.01. Definitions.

Alley means a publicly owned accessway which is intended to serve adjacent property.

Landscape area means a planter tub, a grated tree planter, a bermed planting, the parkway, or a flower, ground cover or shrub bed with or without a mulch covering.

Parkway means the area between the edge of the roadway and the sidewalk, or the property line where there is no sidewalk.

Public outdoor space means any right of way or city owned property.

Right of way means the entire portion of land between property lines, including any street, roadway, highway or alley located therein.

Street, roadway and highway means the portion of the right of way intended for vehicular travel.

Sidewalk means that hard surface part of the right of way between the parkway and the property line intended for use by non-motored traffic and pedestrians.

Temporary encroachment refers to uses that involve the use of the public right of way for specific activities taking place on a seasonal basis or for short durations. These include but are not limited to tables, chairs display racks, surface level signs, push carts, pedestals, solicitors, sales persons, musicians, and outdoor exhibitions.

*Editor's note—Ordinance No. 949, passed July 8, 1996, amended chapter 812 to read as herein set out. Formerly, such chapter pertained to downtown mall and environs and derived from Res. No. 179, 4-18-94; Ord. No. 630, 11-22-82; Ord. No. 700, 4-28-85; Ord. No. 755, 6-8-87; Ord. No. 762, 7-20-87; Ord. No. 853, 6-29-92.

Cross references—Business area redevelopment projects - see M.C.L.A. Secs. 125.981 et seq.; Downtown Development Authority - see ADM. Ch. 262; Downtown Development District - see ADM. 262.03; Economic Development Corporation Board of Directors - see ADM. Ch. 263; One-year effective period on licenses and permits not applicable - see B.R. & T. 802.01(b).

Washington Square Mall means the three-block right of way of N. Washington between 1) the north curb line of Michigan Avenue and the south curb line of Ottawa Street; 2) the north curb line of Ottawa Street and the south curb line of Ionia Street; and 3) the north curb line of Ionia Street and the south curb line of Shiawassee Street and also the four block right of way of S. Washington between 1) the south curb line of Michigan Avenue and the north curb line of Allegan St.; 2) the south curb line of Allegan St. and the north curb line of Washtenaw St.; 3) the south curb line of Washtenaw St. and the north curb line of Kalamazoo St.; and 4) the south curb line of Kalamazoo St. and the north curb line of Lenawee St.

(Ord. No. 949, 7-8-96)

812.02. Powers of city regarding development or redevelopment; assessments.

(a) The city may provide for the development or redevelopment of the principal shopping district as authorized by Public Act No. 120 of 1961 as amended (M.C.L.A. 125.981 et seq.) and this chapter.

(b) The use in this chapter of the term "public improvement" does not prevent the levying of a special assessment for the cost of a part of a principal shopping district project that represents special benefits.

(c) Whenever council orders public improvements that are mentioned in this section, it may determine, by resolution or ordinance, that the whole or some portion of the expense of any such public improvement shall be borne by the owners of adjacent parcels of land. In such a case, the procedure to be used to assess the cost of such public improvements shall be borne by the owners of adjacent parcels of land. In such a case, the procedure to be used to assess the cost of such public improvements shall be as set forth in chapter 1026.

(Ord. No. 949, 7-8-96)

812.03. Designation of area.

To promote economic activity and to provide for the maintenance, security and operation of a principal shopping district.

The Downtown Lansing and Environs Principal Shopping District (hereinafter called Principal Shopping District), inclusive of parcels within or having frontage immediately contiguous to the described boundary, is hereby declared and established as:

Principal Shopping District: Beginning at the intersection of the west right of way of S. Capitol Avenue and the north right of way line of W. St. Joseph Street, "Point of Beginning," north along the S. Capitol Avenue right of way line to the centerline of W. Allegan Street, then east along the W. Allegan centerline to the centerline of S. Capitol Avenue, north along the S. Capitol Avenue centerline to the centerline of W. Saginaw Street, east along the W. Saginaw Street centerline to the west right of way line of N. Washington Avenue, north along the N. Washington Avenue right of way line to the north right of way line of W. Grand River Avenue, east along the W. Grand River Avenue right of way line to the west right of way line of Turner Street, north along the Turner Street to the north right of way line of Clinton Street, east along the Clinton Street right of way to the east right of way line of Center Street, south along the Center Street right of way line to the north right of way line of Liberty Street, east along the Liberty Street right of way line to the centerline of N. Cedar Street, south along the N. Cedar Street centerline to the south right of way line of E. Grand River Avenue, east along the E. Grand River Avenue right of way line to the west right of way line of N. Larch Street, south along the N. Larch Street right of way line to the centerline of E. Shiawassee Street, east along the E. Shiawassee Street centerline to the west right of way line of the Conrail right of way, south along the Conrail right of way line to the south right of way line of E. Michigan Avenue, west along the E. Michigan Avenue right of way line to the east right of way line of S. Larch Street, south along the S. Larch Street right of way line to the centerline of E. Kalamazoo Street, then west along E. Kalamazoo Street centerline to the centerline of S. Larch Street, then south along the S. Larch Street centerline to the north right of way line of St. Joseph Street

(extended), west along the St. Joseph Street right of way line (extended) to the point of beginning.

(Ord. No. 949, 7-8-96)

812.04. Portions of Washington Square Mall treated as sidewalks.

The portion of the Washington Square Mall lying between lot lines of property and a line parallel to such property lines and twenty feet therefrom, measured on the perpendicular, shall be treated as sidewalks and shall be subject to all provisions of these Codified Ordinances applicable to sidewalks.

(Ord. No. 949, 7-8-96)

812.05. Washington Square Mall closed to vehicular traffic; exceptions.

(a) The Washington Square Mall is closed to all vehicular traffic, including the riding of bicycles, except as provided in subsections (b) and (c) hereof:

(b) Subsection (a) hereof does not apply to the following vehicles:

- (1) *Emergency vehicles.* Public police and fire vehicles and public and private ambulances;
- (2) *Public works, maintenance and service vehicles.* Public and private street repair and construction vehicles and equipment; public and private maintenance, street cleaning and snow removal vehicles and equipment; public and private water and sewer repair and construction vehicles and equipment; and public and private vehicles and equipment engaged in construction, service and repair of electric, gas, telephone or other public utility facilities; and
- (3) *Motor vehicles authorized by special permit.* Upon demonstration by an applicant of substantial need to use the area deemed in subsection (a) hereof during the course of business or otherwise, the Mayor or the Director of Parks and Recreation may

issue a temporary special permit for the purposes outlined in the application for such permit.

(c) City Council, upon passage of a resolution, may reopen all or part of the Washington Square Mall to vehicular traffic.

(d) City Council, upon passage of a resolution, may establish special vehicular parking regulations and parking fees on all or part of the Washington Square Mall to accommodate residents living on or immediately adjacent to the Washington Square Mall.

(Ord. No. 949, 7-8-96; Ord. No. 1043, § 1, 10-29-01)

812.06. Portions closed to skateboards, in-line skating and bicycles.

(a) No person shall ride and/or maneuver a skateboard on the Washington Square Mall between Shiawassee Street and Michigan Avenue or on the S. Washington Avenue right of way between Michigan Avenue and Lenawee Street or in the area bounded by the north street curb line of Michigan Avenue on the south, the east line of the River Walk on the west, the north street curb line of Museum Drive on the north, and the west right of way line of Cedar Street on the east, except as provided in section 812.08.

(b) No person shall in-line skate on the Washington Square Mall between Shiawassee Street and Michigan Avenue or on the Washington Avenue right of way between Michigan Avenue and Lenawee Street or in the area bounded by the north street curb line of Michigan Avenue on the south, the east line of the River Walk on the west, the north street curb line of Museum Drive on the north, and the west right of way line of Cedar Street on the east, except as provided in section 812.08.

(c) Riding of bicycles is regulated in accordance with sections 1.003A and 6.19(2) of the Traffic Code.
(Ord. No. 949, 7-8-96)

812.07. Principal shopping district board.

The Mayor shall appoint and Council shall confirm an eight-member Principal Shopping District Board responsible to the Mayor and Council for:

- (a) A program to manage the promotion of economic activity in the Principal Shopping District by undertakings including, but not limited to, conducting market research and public relations campaigns, developing, coordinating, and conducting retail and institutional promotions, and sponsoring special events and related activities. A business may prohibit the use of its name or logo in a public relations campaign, promotion, or special event or related activity for the Principal Shopping District;
- (b) A program to provide for the maintenance, security, and operation of the public outdoor spaces within the Principal Shopping District; and
- (c) Advising the Mayor on the issuance of permits for special events, right of way closures, banners, temporary encroachment uses, bicycling events, skateboarding events and/or in-line skating events.
- (d) Advising the Mayor and Council on the method to finance the whole or any part of the Principal Shopping District project(s).
- (e) The annual submission, prior to December 1 of each year, of a written report evaluating the effectiveness and analyzing the statutes, priorities for service, activities and programs of the Principal Shopping District Board; the report shall be filed with the City Clerk and copies provided to the Mayor and Council;
- (f) The annual submission, prior to August 15 of each year, of an independent audit of all accounts at the close of the fiscal year, which shall end June 30; the audit shall be made by a Certified Public Accountant and shall be filed with the City Clerk and copies provided to the Mayor and Council;
- (g) The annual submission, prior to June 30 of each year or prior to any request for the

city to levy a special assessment, of the budget of the Principal Shopping District Board for the fiscal year commencing July 1 of that year.

The Board shall consist of a representative of City government, an individual from the adjacent residential area and at least five owners or operators of businesses located within the Principal Shopping District. The Board appointees shall serve overlapping four-year terms. In the first instance, the Mayor shall so arrange their terms that two members' terms shall expire on June 30, 1997, two members' terms on June 30 in the succeeding year and two members' terms on June 30 in the third year, and two members' terms on June 30 in the fourth year. The Board shall meet not less than once a month. The affirmative vote of five members of the Board shall be necessary for the Board to take action.
(Ord. No. 949, 7-8-96)

812.08. Permits for certain activities.

(a) *Required.* The following activities are prohibited in the public spaces of the Principal Shopping District, unless a permit has been obtained for such activity:

- (1) Any peddling, hawking and vending within the meaning of Section 844.01;
- (2) The sale of or soliciting of the sale of ice cream, ice cream products or confections within the meaning of Sections 844.19 and 844.20;
- (3) Any display of merchandise, products or goods, except as part of an organized promotion or show which has received a permit pursuant to subsection (c) hereof; and
- (4) Any show or exhibition.

(b) The following activities are prohibited on the Washington Square Mall between Shiawassee and Michigan and on the S. Washington Avenue right of way between Michigan Avenue and Lenawee Street, unless a permit has been obtained for such activity:

- (1) Skateboarding;
- (2) In-line skating;

- (3) Bicycling;

(c) *Permit Conditions.*

- (1) The Principal Shopping District Board shall review any application for a permit required in subsection (a) hereof and shall make written recommendations to the Mayor concerning the issuance or denial of any such permit.
- (2) Council may establish by resolution an appropriate fee schedule for such permits.
- (3) Permits issued by the City to hawk, peddle or vend or for the sale of or the solicitation of the sale of ice cream, ice cream products or confections within the Principal Shopping District shall be annual permits. Permits issued to conduct shows, exhibitions or displays of merchandise, products or goods as part of an organized show as promotion shall be valid only for the duration of the scheduled events.
- (4) Permits granted may be made conditional according to location within the Principal Shopping District. The areas in which activities including selling, vending or hawking are permitted shall be reviewed annually by the Board and be subjected to approval by the Mayor.
- (5) Any applicant who is denied any permit required in subsection (a) hereof may appeal the denial to Council.
- (6) The Board shall recommend, rules and regulations subject to review and approval by the Council, for the issuance, denial and revocation of such permits.

(d) *Revocation; Hearing; Damage to Persons or Property.*

- (1) The Mayor or his/her designee may, after consultation with the City Attorney and a hearing conducted pursuant to this subsection, recommend to Council that a permit issued under this section be revoked for damaging, defacing, injuring, altering or removing public property or any por-

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tion thereof; or for endangering pedestrians or vehicles thereupon; or for violating any other State law or City ordinance.

- (2) Prior to such recommendation, the Mayor or his/her designee shall serve notice in writing on the holder of such permit of the time, place and date of the hearing. The notice shall be served upon the permit holder a minimum of ten days before the scheduled hearing and shall contain a reasonably definite statement of the reason that the permit holder is alleged to have committed the violation. The notice

shall inform the permit holder that he or she may appear in person with or without counsel, may produce witnesses on his or her own behalf and may cross-examine witnesses who testify against him or her. Any hearing conducted by the Mayor or his/her designee pursuant to this section shall include a full consideration of the issues involved and a determination of facts on the basis of evidence presented. If, after a proper hearing, the Mayor or his/her designee determines that the permit should be revoked, he or she shall within five days notify Council in writing with a recommendation that the permit be revoked.

(Ord. No. 949, 7-8-96)

812.09. Excepted areas and facilities.

For purposes of Sections 812.07 and 812.08, public spaces and public outdoor spaces shall not include properties operated and maintained by the Lansing Entertainment and Public Facilities Authority, City parking garages, or City operated surface parking lots or designated park land; provided that this exception shall not include periodic maintenance or cleaning of the City Hall patio or Oldsmobile Park Plaza.

(Ord. No. 949, 7-8-96)

812.99. Penalty.

Editor's note—See Section 202.99 for general Code penalty if no specific penalty is provided.

CHAPTER 814. DRAIN AND SEWER LAYERS AND SEWER CLEANERS*

814.01. License and insurance required.

No person, except a master plumber licensed by the State who registers his or her license with the City, shall for hire lay any sewer or drain,

*Cross references—General Municipal authority re licenses - see CHTR. Art. VIII, Ch. 1; Licensing in general - see B.R. & T. Ch. 802; Sewers generally - see S.U. & P.S. Ch. 1040; Construction of sewers - see S.U. & P.S. Ch. 1044; Drains and drainage plans - see S.U. & P.S. 1044.04; Drainage connections - see S.U. & P.S. 1044.11; B. & H. 1422.17 (U.P.C. 806); Sewers in subdivisions - see P. & Z. 1238.06, 1238.07.

clean any sewer, make any alteration or repair on any existing sewer, tap or make connection with any public sewer or identify himself or herself as a "drain and sewer layer" or "sewer cleaner" within the City, unless such person first makes application to the Department of Public Service and is licensed and insured in accordance with this chapter.

(1958 Code, § 27-59)

814.02. Drain and sewer layers.

(a) *Examinations.* Every person must successfully complete a written examination before the drain and sewer layer license required under Section 814.01 is issued. Each applicant for such license shall include, with the application, sufficient proof as determined by the Plumbing Board of a minimum of 4,000 hours of practical work experience, under the supervision of a contractor, performing the work of a drain and sewer layer. The Board may require that an applicant furnish a notarized statement from a present or former employer indicating that the applicant possesses the requisite practical work experience. "Practical work experience" is deemed to be the on-job use of appropriate conventional tools and machines to physically perform the work, all or in part, of installing, field fabrication and assembling, fitting and adapting of materials necessary for making drain or sewer installations.

Upon verification and approval of the applicant's work experience by the Chief Plumbing Inspector and/or the City Engineer, a written examination shall be administered by the Board on the next scheduled examination date. A minimum score of seventy percent is required for passage. Persons scoring less than seventy percent in the examination shall be permitted to retake the examination, with such additional attempts permitted only after a waiting period of six months after the person last took the examination.

(b) *Liability Insurance.* Every person engaged in the business of installing sewers and drains in accordance with this chapter shall file with the City Clerk proof of a public liability insurance policy insuring such person against any liability imposed upon such person arising out of the performance of such work. Such policy shall pro-

May 3, 2004

Honorable Tony Benavides
Mayor of Lansing
9th Floor, City Hall
124 W. Michigan Avenue
Lansing, MI 48933

Dear Mayor Benavides:

The Principal Shopping District would like to request a public hearing for June 7, 2004 to levy the special assessment that funds the PSD. The rates proposed, based on square footage, are listed below.

<u>Property Type</u>	<u>Zone A</u>	<u>Zone B</u>	<u>Zone C (North & South)</u>
1 st Floor Commercial	13.2 cents	9.2 cents	2 cents
2 nd Floor Commercial	6 cents	3.45 cents	1 cent
1 st Floor Parking Ramp	4.8 cents	4.6 cents	2 cents
2 nd Floor Parking Ramp	2.4 cents	2.3 cents	1 cent
Surface Parking Lots	4.8 cents	4.6 cents	2 cents
Vacant Land	1.2 cents	1.15 cents	1 cent
1 st Floor Industrial	2.4 cents	2.3 cents	2 cents
2 nd Floor Industrial	1.2 cents	1.15 cents	1 cent

The total assessment for the 01/05 fiscal year will be \$423,503.23. Thank you for your consideration regarding this matter.

Sincerely,

Kevin McKinney, Chairman
Principal Shopping District Board of Directors

Cc: City Assessor's Office
Ron Wilson, City Council Staff

BY THE COMMITTEE ON PUBLIC SERVICES

RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, the City of Lansing desires to encourage and support shopping and commercial activity in the Principal Shopping District area by public improvement to develop, redevelop, promote economic activity and provide for the maintenance, security and operation of the Principal Shopping District by such public improvement which especially benefits any property within a district; and

WHEREAS, the City of Lansing desires to encourage promotional efforts, business recruitment in all zones and physical improvements and maintenance services (in zone "A") of the Principal Shopping District; and

WHEREAS, the City of Lansing has determined that this should be provided through special assessment zones established for the purpose of financing Principal Shopping District activities; and

WHEREAS, the City of Lansing has determined that the cost of providing such services should be recovered by a special assessment against properties especially benefitted as authorized by Act No. 120 of the Public Acts of 1961, as amended, and Chapters 812 and 1026 of the Lansing Code of Ordinances; and

WHEREAS, the City of Lansing has reviewed the proposed special assessment boundaries; and

WHEREAS, the City of Lansing has also reviewed the proposed services within the boundaries with an estimated cost of these services,

NOW THEREFORE BE IT RESOLVED, that the special assessment zones for the Principal Shopping District are established by City Council as follows:

Principal Shopping District: Beginning at the intersection of West right-of-way line of S. Capitol Avenue and the north right-of-way line of W. St. Joseph Street, "Point of Beginning," North along S. Capitol Avenue right-of-way line to the center-line of W. Allegan Street, then east along the W. Allegan Street center-line to the center-line of S. Capitol Avenue, north along the S. Capitol Avenue center-line to the center-line of W. Saginaw Street, east along the W. Saginaw Street center-line to the west right-of-way line of N. Washington Avenue, north along the N. Washington Avenue right-of-way line to the north right-of-way line of W. Grand River Avenue, east along the W. Grand River Avenue right-of-way line to the west right-of-way line of Turner Street, north along the Turner Street right-of-way line to the north right-of-way line of Clinton Street, east along Clinton Street right-of-way to the east right-of-way line of Center Street, south along the Center Street right-of-way line to the north right-of-way line of Liberty Street, east along the Liberty Street right-of-way line to the center-line of N. Cedar Street, south along the N. Cedar Street center-line to the south right-of-way line of East Grand River Avenue, east along the E. Grand River Avenue right-of-way line to the west right-of-way line of N. Larch Street,

Approved for placement
on Council Agenda

Jack Roberts, Interim City Atty.

south along the N. Larch Street right-of-way line to the center-line of E. Shiawassee Street, east along the E. Shiawassee Street center-line to the west right-of-way line of the Conrail right-of-way, south along the Conrail right-of-way line to the south right-of-way line of E. Michigan Avenue, west along the E. Michigan Avenue right-of-way to the east right-of-way line of S. Larch Street, south along the S. Larch Street right-of-way line to the center-line of E. Kalamazoo Street, then west along E. Kalamazoo Street center-line to the center-line of S. Larch Street, then south along the S. Larch Street center-line to the north right-of-way line of St. Joseph Street (extended), west along the St. Joseph Street right-of-way line (extended) to the Point of Beginning.

The Principal Shopping District, as described herein, shall contain zones as described below:

Zone A: Beginning at the intersection of the center-line of W. Shiawassee Street and the center-line of N. Capitol Avenue, the "Point of Beginning - A", east along the center-line of Shiawassee Street to the west right-of-way line of the Conrail right-of-way, south along the Conrail right-of-way line to the center-line of E. Michigan Avenue, west along the center-line of E. Michigan Avenue to the center-line of S. Cedar Street, south along the S. Cedar Street center-line to the center-line of E. Kalamazoo Street, west along the E. Kalamazoo Street center-line to the center-line of Museum Drive, northwesterly along the center-line of Museum Drive to the north line of Impression Five Condominium (extended), west along the said north line of Impression Five Condominium (extended) to the center-line of the Grand River, southeasterly along the center of the Grand River to the center-line of E. Kalamazoo Street, continuing along the center-line of E. Kalamazoo Street to the center-line of Grand Avenue, south along the Grand Avenue center-line to the center-line of W. Lenawee Street, west along the W. Lenawee Street center-line to the west right-of-way line of S. Capitol Avenue, north along the west right-of-way line of S. Capitol Avenue to the center-line of W. Allegan Street, then east along the W. Allegan Street center-line of W. Allegan Street to the center-line of S. Capitol Avenue, north along the S. Capitol Avenue center line to the Point of Beginning - A.

Zone B: Beginning at the intersection of west right-of-way line of N. Washington Avenue and the north right-of-way line of W. Grand River Avenue, the "Point of Beginning - B," east along the W. Grand River right-of-way line to the west right-of-way line of Turner Street, north along the Turner Street right-of-way line to the north right-of-way line of Clinton Street, east along the Clinton Street right-of-way line to the east right-of-way line of Center Street, south along the Center Street right-of-way line to the north right-of-way line of Liberty Street, east along the Liberty Street right-of-way line to the center-line of N. Cedar Street, south along the N. Cedar Street center-line to the center-line of E. Maple Street, west along E. Maple Street center-line (as aligned) to the west right-of-way line of N. Washington Avenue, north along the N. Washington Avenue right-of-way line to the Point of Beginning - B.

Zone C - North: Beginning at the intersection of the center-line of N. Capitol Avenue and the center-line of W. Shiawassee Street, the "Point of Beginning - C (North)," north along the N. Capitol Avenue center-line to the center-line of W. Saginaw Street, east along the W. Saginaw Street center-line to west right-of-way line of N. Washington Avenue, north along the N. Washington Avenue right-of-way line to the center-line of E. Maple Street, east along E. Maple Street (as aligned) center-line to the center-

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line of N. Cedar Street, north along the N. Cedar Street center-line to the south right-of-way line of E. Grand River Avenue, east along the E. Grand River Avenue right-of-way line to the west right-of-way line of N. Larch Street, south along the N. Larch Street right-of-way line to the center-line of E. Shiawassee Street, west along the E. Shiawassee Street Center-line to the Point of Beginning - C (North).

Zone C – South: Beginning at the intersection of the west right-of-way line of S. Capitol Avenue and the center-line of W. Lenawee Street, the “Point of Beginning – C (South),” east along the W. Lenawee Street center-line to the center-line of Grand Avenue, north along Grand Avenue center-line to the center-line of E. Kalamazoo Street, east along the Kalamazoo Street center-line to the center of the Grand River, northwesterly along the center-line of the Grand River to the north line of Impression Five Condominium (extended), east along the north line of Impression Five Condominium (extended) to the center-line of Museum Drive, southeasterly along the center-line of Museum Drive to the center-line of E. Kalamazoo Street, east along the Kalamazoo Street center-line to the center-line of S. Cedar Street, north along the Cedar Street center-line to the center-line of E. Michigan Avenue, east along the E. Michigan Avenue center-line to the west right-of-way line of the Conrail right-of-way, south along the Conrail right-of-way line to the south right-of-way line of E. Michigan Avenue, then west along the E. Michigan Avenue right-of-way line to the east right-of-way line of S. Larch Street, south along the S. Larch Street right-of-way line to the center-line of E. Kalamazoo Street, west along the E. Kalamazoo Street center-line to the center-line of S. Larch Street, south along the S. Larch Street center-line to the north right-of-way line of St. Joseph Street (extended), west along the St. Joseph Street right-of-way line (extended) to the west right-of-way line of S. Capitol Avenue, then north along the S. Capitol Avenue right-of-way to the Point of Beginning – C (South).

BE IT FURTHER RESOLVED, that the Principal Shopping District public improvements and services be supported by a special assessment of these costs against the properties especially benefited as follows:

ZONE A – 13.2 cents per square foot for first floor and 6 cents per square foot for second floors and above, parking structures at the rate of 4.8 cents per square foot for the main floors and 2.4 cents per square foot for second floors and above, parking lots at 4.8 cents per square foot, vacant land at 1.2 cents per square foot, and industrial & manufacturing properties at 2.4 cents per square foot for the first floor and 1.2 cents per square foot for second floors and above; for a total of \$371,672.67.

ZONE B – 9.2 cents per square foot for first floor and 3.45 cents per square foot for second floors and above, parking structures at the rate of 4.6 cents per square foot for the main floors and 2.3 cents per square foot for second floors and above, parking lots at 4.6 cents per square foot, vacant land at 1.15 cents per square foot, and industrial & manufacturing properties at 2.3 cents per square foot for the first floor and 1.15 cents per square foot for second floors and above; for a total of \$20,471.80.

ZONE C (North & South) – 2 cents per square foot for first floor and 1 cent per square foot for second floors and above, parking structures at the rate of 2 cents per square foot for the main floors and 1 cent per square foot for second floors and above, parking lots at 2 cents per square foot, vacant

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land at 1 cent per square foot, and industrial & manufacturing properties at 2 cents per square foot for the first floor and 1 cent per square foot for second floors and above; for a total of \$31,358.76.

BE IT FURTHER RESOLVED, that the cost and expense of making estimates, plans and assessments incidental to the preparation of the assessment and the role, and providing notices shall be included in the expense of the assessment.

BE IT FURTHER RESOLVED, that the Principal Shopping District public improvement and services be financed by a special assessment of these costs against the properties especially benefited as contained in the assessment Roll No. PSD03-A/ PSD03-B/ PSD03-C, compiled by the City Assessor and presented to Council with this resolution.

BE IT FURTHER RESOLVED, that in zones "A," "B," and "C" (North & South), all property owners whose assessment would otherwise exceed \$10,000.00 per one parcel, shall be capped at no more than \$10,000.00 per one parcel on an annual basis.

BE IT FURTHER RESOLVED, that in zones "A," "B," and "C" (North & South), any property owned by a non-profit entity which as received a Federal IRS Section 501(c)(3) non-profit designation shall have their property assessment capped at 40% of the proposed assessment rate; provided that said entity shall file with the City Assessor, not later than August 13, 2004 a written application for non-profit Principal Shopping District designation, together with a copy of said determination of IRS Section 501(c)(3) status.

BE IT FURTHER RESOLVED, that a public hearing be held June 7, 2004 at 7:00 p.m. in the City Council Chamber, 10th Floor City Hall, Lansing, Michigan to consider the establishment of the Principal Shopping District special assessment roll.

BE IT FURTHER RESOLVED, that the City Clerk publish notice of the hearing to confirm the special assessment roll in a newspaper of general circulation at least 10 (ten) days prior to the date of the hearing.

BE IT FINALLY RESOLVED, that the notice to the affected owners of the properties in said district be given in accordance with Chapter 1026 of the Lansing Code of Ordinances.

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PRINCIPAL SHOPPING DISTRICTS AND BUSINESS IMPROVEMENT DISTRICTS
Act 120 of 1961

AN ACT to authorize the development or redevelopment of principal shopping districts and business improvement districts; to permit the creation of certain boards; to provide for the operation of principal shopping districts and business improvement districts; to provide for the creation, operation, and dissolution of business improvement zones; and to authorize the collection of revenue and the bonding of certain local governmental units for the development or redevelopment projects.

History: 1961, Act 120, Imd. Eff. May 26, 1961;—Am. 1984, Act 260, Imd. Eff. Dec. 13, 1984;—Am. 1992, Act 146, Imd. Eff. July 15, 1992;—Am. 1999, Act 49, Imd. Eff. June 15, 1999;—Am. 2001, Act 260, Eff. Mar. 1, 2002;—Am. 2003, Act 209, Imd. Eff. Nov. 26, 2003.

Popular name: Shopping Areas Redevelopment Act

The People of the State of Michigan enact:

CHAPTER 1
PRINCIPAL SHOPPING DISTRICT

125.981 Definitions; principal shopping district; business district; creation, appointment, and composition of board.

Sec. 1. (1) As used in this chapter:

(a) "Assessable property" means real property in a district area other than all of the following:

(i) Property classified as residential real property under section 34c of the general property tax act, 1893 PA 206, MCL 211.34c.

(ii) Property owned by the federal, a state, or a local unit of government where property is exempt from the collection of taxes under the general property tax act, 1893 PA 206, MCL 211.1 to 211.157.

(iii) One or more classes of property owners whose property meets all of the following conditions:

(A) Is exempt from the collection of taxes under the general property tax act, 1893 PA 206, MCL 211.1 to 211.157, other than property identified in subparagraph (ii).

(B) As a class has been determined by the legislative body of the local governmental unit not to be benefited by a project for which special assessments are to be levied.

(b) "Business improvement district" means 1 or more portions of a local governmental unit or combination of contiguous portions of 2 or more local governmental units that are predominantly commercial or industrial in use.

(c) "District" means a business improvement district or a principal shopping district.

(d) "Highways" means public streets, highways, and alleys.

(e) "Local governmental unit" means a city, village, or urban township.

(f) "Principal shopping district" means a portion of a local governmental unit designated by the governing body of the local governmental unit that is predominantly commercial and that contains at least 10 retail businesses.

(g) "Urban township" means a township that is an urban township as defined in section 2 of the local development financing act, 1986 PA 281, MCL 125.2152, and is a township located in a county with a population of more than 750,000.

(2) A local governmental unit with a master plan for the physical development of the local governmental unit that includes an urban design plan designating a principal shopping district or includes the development or redevelopment of a principal shopping district, or 1 or more local governmental units that establish a business improvement district by resolution, may do 1 or more of the following:

(a) Subject, where necessary, to approval of the governmental entity that has jurisdiction over the highway, open, widen, extend, realign, pave, maintain, or otherwise improve highways and construct, reconstruct, maintain, or relocate pedestrian walkways.

(b) Subject, where necessary, to approval of the governmental entity that has jurisdiction over the highway, prohibit or regulate vehicular traffic where necessary to carry out the purposes of the development or redevelopment project.

(c) Subject, where necessary, to approval of the governmental entity that has jurisdiction over the highway, regulate or prohibit vehicular parking on highways.

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- (d) Acquire, own, maintain, demolish, develop, improve, or operate properties, off-street parking lots, or structures.
 - (e) Contract for the operation or maintenance by others of off-street parking lots or structures owned by the local governmental unit, or appoint agents for the operation or maintenance.
 - (f) Construct, maintain, and operate malls with bus stops, information centers, and other buildings that will serve the public interest.
 - (g) Acquire by purchase, gift, or condemnation and own, maintain, or operate real or personal property necessary to implement this section.
 - (h) Promote economic activity in the district by undertakings including, but not limited to, conducting market research and public relations campaigns, developing, coordinating, and conducting retail and institutional promotions, and sponsoring special events and related activities. A business may prohibit the use of its name or logo in a public relations campaign, promotion, or special event or related activity for the district.
 - (i) Provide for or contract with other public or private entities for the administration, maintenance, security, operation, and provision of services that the board determines are a benefit to a district within the local governmental unit.
- (3) A local governmental unit that provides for ongoing activities under subsection (2)(h) or (i) shall also provide for the creation of a board for the management of those activities.
- (4) One member of the board of the principal shopping district shall be from the adjacent residential area, 1 member shall be a representative of the local governmental unit, and a majority of the members shall be nominees of individual businesses located within the principal shopping district. The board shall be appointed by the chief executive officer of the local governmental unit with the concurrence of the legislative body of the local governmental unit. However, if all of the following requirements are met, a business may appoint a member of the board of a principal shopping district, which member shall be counted toward the majority of members required to be nominees of businesses located within the principal shopping district:
- (a) The business is located within the principal shopping district.
 - (b) The principal shopping district was designated by the governing body of a local governmental unit after July 14, 1992.
 - (c) The business is located within a special assessment district established under section 5.
 - (d) The special assessment district is divided into special assessment rate zones reflecting varying levels of special benefits.
 - (e) The business is located in the special assessment rate zone with the highest special assessment rates.
 - (f) The square footage of the business is greater than 5.0% of the total square footage of all businesses in that special assessment rate zone.
- (5) If the boundaries of the principal shopping district are the same as those of a downtown district designated under 1975 PA 197, MCL 125.1651 to 125.1681, the governing body may provide that the members of the board of the downtown development authority, which manages the downtown district, shall compose the board of the principal shopping district, in which case subsection (4) does not apply.
- (6) The members of the board of a business improvement district shall be determined by the local governmental unit as provided in this subsection. The board of a business improvement district shall consist of all of the following:
- (a) One representative of the local governmental unit appointed by the chief executive officer of the local governmental unit with the concurrence of the legislative body of the local governmental unit in which the business improvement district is located. If the business improvement district is located in more than 1 local governmental unit, then 1 representative from each local governmental unit in which the business improvement district is located shall serve on the board as provided in this subdivision.
 - (b) Other members of the board shall be nominees of the businesses and property owners located within the business improvement district. If a class of business or property owners, as identified in the resolution described in subsection (8), is projected to pay more than 50% of the special assessment levied that benefits property in a business improvement district for the benefit of the business improvement district, the majority of the members of the board of the business improvement district shall be nominees of the business or property owners in that class.
- (7) A local governmental unit may create 1 or more business improvement districts.
- (8) If 1 or more local governmental units establish a business improvement district by resolution under subsection (2), the resolution shall identify all of the following:
- (a) The geographic boundaries of the business improvement district.
 - (b) The number of board members in that business improvement district.

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- (c) The different classes of property owners in the business improvement district.
- (d) The class of business or property owners, if any, who are projected to pay more than 50% of the special assessment levied that benefits property in that business improvement district.

History: 1961, Act 120, Imd. Eff. May 26, 1961;—Am. 1980, Act 287, Imd. Eff. Oct. 14, 1980;—Am. 1984, Act 260, Imd. Eff. Dec. 13, 1984;—Am. 1992, Act 146, Imd. Eff. July 15, 1992;—Am. 1999, Act 49, Imd. Eff. June 15, 1999;—Am. 2001, Act 261, Imd. Eff. Jan. 9, 2002;—Am. 2003, Act 209, Imd. Eff. Nov. 26, 2003.

Popular name: Shopping Areas Redevelopment Act

125.982 Principal shopping district project or business improvement project; methods or criteria for financing costs.

Sec. 2. (1) The cost of the whole or any part of a principal shopping district project or business improvement district project as authorized in this chapter may be financed by 1 or more of the following methods:

- (a) Grants and gifts to the local governmental unit or district.
- (b) Local governmental unit funds.
- (c) The issuance of general obligation bonds of the local governmental unit subject to the revised municipal finance act, 2001 PA 34, MCL 141.2101 to 141.2821.
- (d) The issuance of revenue bonds by the local governmental unit under the revenue bond act of 1933, 1933 PA 94, MCL 141.101 to 141.140, or under any other applicable revenue bond act. The issuance of the bonds shall be limited to the part or parts of the district project that are public improvements.
- (e) The levying of special assessments against land or interests in land, or both.
- (f) Any other source.

(2) Beginning January 1, 2000, the proceeds of a bond, note, or other obligation issued to finance a project authorized under this chapter shall be used for capital expenditures, costs of a reserve fund securing the bonds, notes, or other obligations, and costs of issuing the bonds, notes, or other obligations. The proceeds of the bonds, notes, or other obligations shall not be used for operational expenses of a district.

History: 1961, Act 120, Imd. Eff. May 26, 1961;—Am. 1980, Act 287, Imd. Eff. Oct. 14, 1980;—Am. 1984, Act 260, Imd. Eff. Dec. 13, 1984;—Am. 1992, Act 146, Imd. Eff. July 15, 1992;—Am. 1999, Act 49, Imd. Eff. June 15, 1999;—Am. 2001, Act 261, Imd. Eff. Jan. 9, 2002;—Am. 2003, Act 209, Imd. Eff. Nov. 26, 2003.

Popular name: Shopping Areas Redevelopment Act

125.983 District project as public improvement.

Sec. 3. A district project as authorized under this chapter is a public improvement. The use in this chapter of the term "public improvement" does not prevent the levying of a special assessment for the cost of a part of a district project that represents special benefits.

History: 1961, Act 120, Imd. Eff. May 26, 1961;—Am. 1992, Act 146, Imd. Eff. July 15, 1992;—Am. 1999, Act 49, Imd. Eff. June 15, 1999;—Am. 2001, Act 261, Imd. Eff. Jan. 9, 2002.

Popular name: Shopping Areas Redevelopment Act

125.984 Development or redevelopment of district; single improvement.

Sec. 4. The development or redevelopment of a district, including the various phases of the development or redevelopment, is 1 project and, in the discretion of the governing body of the local governmental unit, may be financed as a single improvement.

History: 1961, Act 120, Imd. Eff. May 26, 1961;—Am. 1992, Act 146, Imd. Eff. July 15, 1992;—Am. 1999, Act 49, Imd. Eff. June 15, 1999;—Am. 2003, Act 209, Imd. Eff. Nov. 26, 2003.

Popular name: Shopping Areas Redevelopment Act

125.985 Special assessments; levy; installment payments; maximum annual amounts; adjustment; special assessment bonds; full faith and credit; maturity; statutory or charter provisions; review; marketing and development plan.

Sec. 5. (1) If a local governmental unit elects to levy special assessments to defray all or part of the cost of the district project, then the special assessments shall be levied pursuant to applicable statutory or charter provisions or, if there are no applicable statutory or charter provisions, pursuant to statutory or charter provisions applicable to local governmental unit street improvements. If a local governmental unit charter does not authorize special assessments for the purposes set forth in this chapter, the charter provisions authorizing special assessments for street improvements are made applicable to the purposes set forth in this chapter, without amendment to the charter. The total amount assessed for district purposes may be made payable in not more than 20 annual installments as

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determined by the governing body of the local governmental unit, the first installment to be payable in not more than 18 months after the date of the confirmation of the special assessment roll.

(2) A special assessment shall be levied against assessable property on the basis of the special benefits to that parcel from the total project. There is a rebuttable presumption that a district project specially benefits all assessable property located within the district.

(3) This subsection applies to a principal shopping district only if the principal shopping district is designated by the governing body of a local governmental unit after July 14, 1992. The special assessments annually levied on a parcel under this chapter shall not exceed the product of \$10,000.00 and the number of businesses on that parcel. A business located on a single parcel shall not be responsible for a special assessment in excess of \$10,000.00 annually. When the special assessment district is created, a lessor of a parcel subject to a special assessment may unilaterally revise an existing lease to a business located on that parcel to recover from that business all or part of the special assessment, as is proportionate considering the portion of the parcel occupied by the business.

(4) The \$10,000.00 maximum amounts in subsection (3) shall be adjusted each January 1, beginning January 1, 1994, pursuant to the annual average percentage increase or decrease in the Detroit consumer price index for all items as reported by the United States department of labor. The adjustment for each year shall be made by comparing the Detroit consumer price index for the 12-month period ending the preceding October 31 with the corresponding Detroit consumer price index of 1 year earlier. The percentage increase or decrease shall then be multiplied by the current amounts under subsection (3) authorized by this section. The product shall be rounded up to the nearest multiple of 50 cents and shall be the new amount.

(5) The local governmental unit may issue special assessment bonds in anticipation of the collection of the special assessments for a district project and, by action of its governing body, may pledge its full faith and credit for the prompt payment of the bonds. Special assessment bonds issued under this section are subject to the revised municipal finance act, 2001 PA 34, MCL 141.2101 to 141.2821. The last maturity on the bonds shall be not later than 2 years after the due date of the last installment on the special assessments. Special assessment bonds may be issued pursuant to statutory or charter provisions applicable to the issuance by the local governmental unit of special assessment bonds for the improvement or, if there are no applicable statutory or charter provisions, pursuant to statutory or charter provisions applicable to the issuance by the local governmental unit of special assessment bonds for street improvements.

(6) If a district project in a district designated by the governing body of a local governmental unit after July 14, 1992 is financed by special assessments, the governing body of the local governmental unit shall review the special assessments every 5 years, unless special assessment bonds are outstanding.

(7) Before a local governmental unit levies a special assessment under this chapter that benefits property within a business improvement district, the business improvement district board shall develop a marketing and development plan that details all of the following:

- (a) The scope, nature, and duration of the business improvement district project or projects.
- (b) The different classes of property owners who are going to be assessed and the projected amount of the special assessment on the different classes.

(8) A local governmental unit that levies a special assessment under this chapter that benefits property within a business improvement district is considered to have approved the marketing and development plan described in subsection (7).

History: 1961, Act 120, Imd. Eff. May 26, 1961;—Am. 1980, Act 287, Imd. Eff. Oct. 14, 1980;—Am. 1984, Act 260, Imd. Eff. Dec. 13, 1984;—Am. 1992, Act 146, Imd. Eff. July 15, 1992;—Am. 1999, Act 45, Imd. Eff. June 15, 1999;—Am. 2001, Act 261, Imd. Eff. Jan. 9, 2002;—Am. 2003, Act 209, Imd. Eff. Nov. 26, 2003.

Popular name: Shopping Areas Redevelopment Act

125.986 Special assessments; off-street parking lots or structures.

Sec. 6. If off-street parking lots or structures are essential to the principal shopping district project, if 1 or more off-street parking lots or structures are already owned by the local governmental unit and were acquired through the issuance of revenue bonds, and if the remaining parking lots or structures are to be financed in whole or in part by special assessments and special assessment bonds, then the local governmental unit, to place all parking lots or structures on the same basis, may include as a part of the cost of parking lots or structures for the project the amount necessary to retire all or any part of the outstanding revenue bonds, inclusive of any premium not exceeding 5% necessary to be paid upon the redemption or purchase of those outstanding bonds. From the proceeds of the special assessments or from the sale of bonds issued in anticipation of the payment of the special assessments, the local governmental unit shall retire by redemption or purchase the outstanding revenue bonds. This section does not

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authorize the refunding of noncallable bonds without the consent of the holders of the bonds.

History: 1961, Act 120, Eff. May 26, 1961;—Am. 1992, Act 146, Imd. Eff. July 15, 1992;—Am. 2003, Act 209, Imd. Eff. Nov. 26, 2003.

Popular name: Shopping Areas Redevelopment Act

125.987 Additional powers.

Sec. 7. The powers granted by this chapter are in addition to and not in derogation of any other powers granted by law or charter.

History: Add. 1992, Act 146, Imd. Eff. July 15, 1992;—Am. 2001, Act 261, Imd. Eff. Jan. 9, 2002.

Popular name: Shopping Areas Redevelopment Act

CHAPTER 2 BUSINESS IMPROVEMENT ZONE

125.990 Definitions.

Sec. 10. As used in this chapter:

(a) "Assessable property" means real property in a zone area other than property classified as residential real property under section 34c of the general property tax act, 1893 PA 206, MCL 211.34c, or real property exempt from the collection of taxes under the general property tax act, 1893 PA 206, MCL 211.1 to 211.157.

(b) "Assessment" means an assessment imposed under this chapter against assessable property for the benefit of the property owners.

(c) "Assessment revenues" means the money collected by a business improvement zone from any assessments, including any interest on the assessments.

(d) "Board" means the board of directors of a business improvement zone.

(e) "Business improvement zone" means a business improvement zone created under this chapter.

(f) "Nonprofit corporation" means a nonprofit corporation organized under the nonprofit corporation act, 1982 PA 162, MCL 450.2101 to 450.3192, and which complies with all of the following:

(i) The articles of incorporation of the nonprofit corporation provide that the nonprofit corporation may promote a business improvement zone and may also provide management services related to the implementation of a zone plan.

(ii) The nonprofit corporation is exempt from federal income tax under section 501(c)(4) or 501(c)(6) of the internal revenue code of 1986.

(g) "Person" means an individual, partnership, corporation, limited liability company, association, or other legal entity.

(h) "Project" means any activity for the benefit of property owners authorized by section 10a to enhance the business environment within a zone area.

(i) "Property owner" means a person who owns, or an agent authorized in writing by a person who owns, assessable property according to the records of the treasurer of the city or village in which the business improvement zone is located.

(j) "7-year period" means the period in which a business improvement zone is authorized to operate, beginning on the date that the business improvement zone is created or renewed and ending 7 calendar years after that date.

(k) "Zone area" means the area designated in the zone plan as the area to be served by the business improvement zone.

(l) "Zone plan" means a set of goals, strategies, objectives, and guidelines for the operation of a business improvement zone, as approved at a meeting of property owners conducted under section 10d.

History: Add. 2001, Act 260, Eff. Mar. 1, 2002.

Popular name: Shopping Areas Redevelopment Act

125.990a Business improvement zone as public body corporate; powers; authority.

Sec. 10a. (1) A business improvement zone is a public body corporate and may do 1 or more of the following for the benefit of property owners located in the business improvement zone:

(a) Acquire, through purchase, lease, or gift, construct, develop, improve, maintain, operate, or reconstruct park areas, planting areas, and related facilities within the zone area.

(b) Acquire, construct, clean, improve, maintain, reconstruct, or relocate sidewalks, street curbing, street medians, fountains, and lighting within the zone area.

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- (c) Develop and propose lighting standards within the zone area.
 - (d) Acquire, plant, and maintain trees, shrubs, flowers, or other vegetation within the zone area.
 - (e) Provide or contract for security services with other public or private entities and purchase equipment or technology related to security services within the zone area.
 - (f) Promote and sponsor cultural or recreational activities.
 - (g) Engage in economic development activities, including, but not limited to, promotion of business, retail, or industrial development, developer recruitment, business recruitment, business marketing, business retention, public relations efforts, and market research.
 - (h) Engage in other activity with the purpose to enhance the economic prosperity, enjoyment, appearance, image, and safety of the zone area.
 - (i) Acquire by purchase or gift, maintain, or operate real or personal property necessary to implement this chapter.
 - (j) Solicit and accept gifts or grants to further the zone plan.
 - (k) Sue or be sued.
 - (2) A business improvement zone may contract with a nonprofit corporation or any other public or private entity and may pay a reasonable fee to the nonprofit corporation or other public or private entity for services provided.
 - (3) A business improvement zone has the authority to borrow money in anticipation of the receipt of assessments if all of the following conditions are satisfied:
 - (a) The loan will not be requested or authorized, or will not mature, within 90 days before the expiration of the 7-year period.
 - (b) The amount of the loan does not exceed 50% of the annual average assessment revenue of the business improvement zone during the previous year or, in the case of a business improvement zone that has been in existence for less than 1 year, the loan does not exceed 25% of the projected annual assessment revenue.
 - (c) The loan repayment period does not extend beyond the 7-year period.
 - (d) The loan is subject to the revised municipal finance act, 2001 PA 34, MCL 141.2101 to 141.2821.
 - (4) The services provided by and projects of a business improvement zone are services and projects of the business improvement zone and are not services, functions, or projects of the municipality in which the business improvement zone is located. The services provided by and projects of a business improvement zone are supplemental to the services, projects, and functions of the city or village in which the business improvement zone is located.
 - (5) The business improvement zone has no other authority than the authority described in this act.
- History: Add. 2001, Act 260, Iff. Mar. 1, 2002.
Popular name: Shopping Areas Redevelopment Act

125.990b Business improvement zone; establishment within city or village; assessable property; establishment of business improvement zone in city or village with business improvement zone located before effective date of act.

Sec. 10b. (1) Except as provided in subsection (4), 1 or more business improvement zones may be established within a city or village.

(2) The majority of all parcels included in a zone area, both by area and by taxable value, shall be assessable property. A zone area shall be contiguous, with the exception of public streets, alleys, parks, and other public rights-of-way.

(3) Except as provided in subsection (4), a business improvement zone may be established in a city or village even if the city or village has established a principal shopping district or business improvement district under chapter 1. Assessable property shall not be included in any of the following:

- (a) More than 1 business improvement zone established under this chapter.
- (b) Both a principal shopping district and a business improvement district established under chapter 1.
- (4) If at the time of the effective date of the amendatory act that added this subsection a business improvement district established under chapter 1 is located in a city or village, a business improvement zone may not be established under this chapter within that city or village unless within 180 days of the effective date of the amendatory act that added this subsection or during July 2005 or during July every third year after 2005 the governing body of the city or village adopts a resolution authorizing the governing body to consider, as provided in section 10e, the establishment of a business improvement zone under this chapter.

History: Add. 2001, Act 260, Iff. Mar. 1, 2002.

Popular name: Shopping Areas Redevelopment Act

PRINCIPAL SHOPPING DISTRICTS AND BUSINESS IMPROVEMENT DISTRICTS

125.990c Initiation by delivery of petition; contents; filing; notice.

Sec. 10c. (1) A person may initiate the establishment of a business improvement zone by the delivery of a petition to the clerk of the city or village in which a proposed zone area is located. The petition shall include all of the following:

- (a) The boundaries of the zone area.
- (b) The signatures of property owners of parcels representing not less than 30% of the property owners within the zone area, weighted as provided in section 10f(2).
- (c) A listing, by tax parcel identification number, of all parcels within the zone area, separately identifying assessable property.

(2) After a petition is filed pursuant to subsection (1), the clerk shall notify all property owners within the zone area of a public meeting of the property owners regarding the establishment of the business improvement zone to be held not less than 45 days or more than 60 days after the filing of the petition. The notice shall be sent by first-class mail to the property owners not less than 14 days prior to the scheduled date of the meeting. The notice shall include the specific location and the scheduled date and time of the meeting.

History: Add. 2001, Act 260, Eff. Mar. 1, 2002.

Popular name: Shopping Areas Redevelopment Act

125.990d Public meeting of property owners; adoption of zone plan; contents; adoption by majority vote; presentment to city or village clerk.

Sec. 10d. (1) At the meeting required by section 10c, the property owners may adopt a zone plan for submission to and approval by the governing body of the city or village in which the business improvement zone is located.

- (2) A zone plan shall include all of the following:
 - (a) A description of the boundaries of the zone area sufficient to identify each assessable property included.
 - (b) The proposed initial board of directors, except for a director of the board who may be appointed by the city or village under section 10g(2).
 - (c) The method for removal, appointment, and replacement of the board.
 - (d) A description of projects planned during the 7-year period, including the scope, nature, and duration of the projects.
 - (e) An estimate of the total amount of expenditures for projects planned during the 7-year period.
 - (f) The proposed source or sources of financing for the projects.
 - (g) If the proposed financing includes assessments, the projected amount or rate of the assessments for each year and the basis upon which the assessments are to be imposed on assessable property.
 - (h) A listing, by tax parcel identification number, of all parcels within the zone area, separately identifying assessable property.
- (3) A plan of dissolution for the business improvement zone.
- (3) A zone plan shall be considered adopted by the property owners if a majority of the property owners voting at the meeting approve the zone plan. The votes of the property owners at the meeting shall be weighted in the manner indicated in section 10f(2).
- (4) Any zone plan adopted under this section shall be presented to the clerk of the city or village in which the zone area is located.

History: Add. 2001, Act 260, Eff. Mar. 1, 2002.

Popular name: Shopping Areas Redevelopment Act

125.990e Public hearing of governing body; notice; approval or rejection; amendment; resubmission; assessment; election; publication of notice; assisting in conduct of election.

Sec. 10e. (1) If a zone plan is adopted and presented to the clerk of the city or village in accordance with section 10d, the governing body of the city or village shall within 45 days schedule a public hearing of the governing body to review the zone plan and any proposed assessment and to receive public comment. The clerk shall notify all owners of parcels within the zone area of the public hearing by first-class mail.

(2) At the public hearing, or at the next regularly scheduled meeting of the governing body of the city or village, the governing body shall approve or reject the establishment of the business improvement zone and the zone plan as adopted by the property owners under section 10d(3). If the governing body rejects the establishment of the business improvement zone and the zone plan, the clerk shall notify all property owners within the zone of a reconvened meeting of the property owners which shall be held not sooner than 10 days or later than 21 days after the date of the rejection by the governing body. The notice shall be sent by first-class mail to the property owners.

PRINCIPAL SHOPPING DISTRICTS AND BUSINESS IMPROVEMENT DISTRICTS

not less than 7 days prior to the scheduled date of the meeting and shall include the specific location and the scheduled date and time of the meeting, as determined by the person initiating the establishment of the business improvement zone under section 10c(1). At the reconvened meeting, the property owners may amend the zone plan if approved by a majority of the property owners as provided in section 10d(3). The amended zone plan may be resubmitted to the clerk of the city or village without the requirement of a new petition under section 10c for approval or rejection at a meeting of the governing body of the city or village not later than 60 days after the amended zone plan is resubmitted to the clerk. If a zone plan is not rejected within 60 days of the date the amended zone plan is resubmitted to the clerk, the amended zone plan is considered approved by the governing body of the city or village. If the amended zone plan is rejected by the governing body, then the amended zone plan may not be resubmitted without the delivery of a new petition under section 10c.

(3) Approval of the business improvement zone and zone plan shall serve as a determination by the city or village that any assessment set forth in the zone plan, including the basis for allocating the assessment, is appropriate, subject only to the approval of the business improvement zone and the zone plan by the property owners in accordance with section 10f.

(4) If the governing body of the city or village approves the business improvement zone and zone plan or if the amended zone plan is considered approved under subsection (2), the clerk of the city or village shall set an election pursuant to section 10f not more than 60 days following the approval.

(5) The clerk of the city or village shall send to the property owners notice by first-class mail of the election not less than 30 days before the election and publish the notice at least twice in a newspaper of general circulation in the city or village in which the zone area is located. The first publication shall not be less than 10 days or more than 30 days prior to the date scheduled for the election. The second publication shall not be published less than 1 week after the first publication.

(6) The election described in this section and section 10f is not an election subject to the Michigan election law, 1954 PA 116, MCL 168.1 to 168.992.

(7) The person who filed the petition under section 10c, the proposed board members, and the property owners may, at the option and under the direction of the clerk, assist the clerk of the city or village in conducting the election to keep the expenses of the election at a minimum.

History: Add. 2001, Act 260, Eff. Mar. 1, 2002.

Popular name: Shopping Areas Redevelopment Act

125.990f Voting; eligibility; conduct; question; weight; adoption of business improvement zone and zone plan; expenses; duration; compliance with state and federal laws; immunity of city or village.

Sec. 10f. (1) All property owners as of the date of the delivery of the petition as provided in section 10c are eligible to participate in the election. The election shall be conducted by mail. The question to be voted on by the property owners is the adoption of the zone plan and the establishment of the business improvement zone, including the identity of the initial board.

(2) Votes of property owners shall be weighted in proportion to the amount that the taxable value of their respective real property for the preceding calendar year bears to the taxable value of all assessable property in the zone area, but in no case shall the total number of votes assigned to any 1 property owner be equal to more than 25% of the total number of votes eligible to be cast in the election.

(3) A zone plan and the proposal for the establishment of a business improvement zone, including the identity of the initial board, shall be considered adopted upon the approval of more than 60% of the property owners voting in the election, with votes weighted as provided in subsection (2).

(4) Upon acceptance or rejection of a business improvement zone and zone plan by the property owners, the resulting business improvement zone or the person filing the petition under section 10c shall, at the request of the city or village, reimburse the city or village for all or a portion of the reasonable expenses incurred to comply with this chapter. The governing body of the city or village may forgive and choose not to collect all or a portion of the reasonable expenses incurred to comply with this chapter.

(5) Adoption of a business improvement zone and zone plan under this section authorizes the creation of the business improvement zone and the implementation of the zone plan for the 7-year period.

(6) Adoption of a business improvement zone and zone plan under this section and the creation of the business improvement zone does not relieve the business improvement zone from following, or does not waive any rights of the city or village to enforce, any applicable laws, statutes, or ordinances. A business improvement zone created under this chapter shall comply with all applicable state and federal laws.

PRINCIPAL SHOPPING DISTRICTS AND BUSINESS IMPROVEMENT DISTRICTS

(7) To the extent not protected by the immunity conferred by 1964 PA 170, MCL 691.1401 to 691.1415, a city or village that approves a business improvement zone within its boundaries is immune from civil or administrative liability arising from any actions of that business improvement zone.

History: Add. 2001, Act 260, Eff. Mar. 1, 2002.

Popular name: Shopping Areas Redevelopment Act

125.990g Board of directors; management of day-to-day activities; members; duties and responsibilities; reimbursement.

Sec. 10g. (1) The day-to-day activities of the business improvement zone and implementation of the zone plan shall be managed by a board of directors.

(2) The board shall consist of an odd number of directors and shall not be smaller than 5 and not larger than 15 in number. The board may include 1 director nominated by the chief executive of the city or village and approved by the governing body of the city or village.

(3) The duties and responsibilities of the board shall be prescribed in the zone plan and to the extent applicable shall include all of the following duties and responsibilities:

(a) Developing administrative procedures relating to the implementation of the zone plan.

(b) Recommending amendments to the zone plan.

(c) Scheduling and conducting an annual meeting of the property owners.

(d) Developing a zone plan for the next 7-year period.

(4) Members of the board shall serve without compensation. However, members of the board may be reimbursed for their actual and necessary expenses incurred in the performance of their official duties as members of the board.

History: Add. 2001, Act 260, Eff. Mar. 1, 2002.

Popular name: Shopping Areas Redevelopment Act

125.990h Assessments.

Sec. 10h. (1) A business improvement zone may be funded in whole or in part by 1 or more assessments on assessable property, as provided in the zone plan. An assessment under this chapter shall be in addition to any taxes or special assessments otherwise imposed on assessable property.

(2) An assessment shall be imposed against assessable property only on the basis of the benefits to assessable property afforded by the zone plan. There is a rebuttable presumption that a zone plan and any project specially benefits all assessable property in a zone area.

(3) If a zone plan provides for an assessment, the treasurer of the city or village in which the zone area is located as an agent of the business improvement zone shall collect the assessment imposed by the board under the zone plan on all assessable property within the zone area in the amount authorized by the zone plan.

(4) Except as provided in subsection (7), assessments shall be collected by the treasurer of the city or village as an agent of the business improvement zone from each property owner and remitted promptly to the business improvement zone. Assessment revenue is the property of the business improvement zone and not the city or village in which the business improvement zone is located. The business improvement zone may, at the option and under the direction of the treasurer, assist the treasurer of the city or village in collecting the assessment to keep the expenses of collecting the assessment at a minimum.

(5) The business improvement zone may institute a civil action to collect any delinquent assessment and interest.

(6) An assessment imposed under this act is not a special assessment collected under the general property tax act, 1893 PA 206, MCL 211.1 to 211.157.

(7) An assessment is delinquent if it has not been paid within 90 days after it was due as provided under the zone plan imposed under this chapter. Delinquent assessments shall be collected by the business improvement zone. Delinquent assessments shall accrue interest at a rate of 1.5% per month until paid.

(8) If any portion of the assessment has not been paid within 90 days after it was due, that portion of the unpaid assessment shall constitute a lien on the property. The lien amount shall be for the unpaid portion of the assessment and shall not include any interest.

History: Add. 2001, Act 260, Eff. Mar. 1, 2002.

Popular name: Shopping Areas Redevelopment Act

125.990i Audit.

Sec. 10i. (1) Expenses incurred in implementing any project or service of a business improvement zone shall be financed in accordance with the zone plan.

PRINCIPAL SHOPPING DISTRICTS AND BUSINESS IMPROVEMENT DISTRICTS

(2) Assessment revenues under section 10h are the funds of the business improvement zone and not funds of the state or of the city or village in which the business improvement zone is located. All money collected under section 10h shall be deposited in a financial institution in the name of the business improvement zone. Assessment revenues may be deposited in an interest generating account. The business improvement zone shall use the funds only to implement the zone plan.

(3) All expenditures by a business improvement zone shall be audited annually by a certified public accountant. The audit shall be completed within 9 months of the close of the fiscal year of the business improvement zone. Within 30 days after completion of an audit, the certified public accountant shall transmit a copy of the audit to the board and make copies of the audit available to the property owners and the public.

(4) If an annual audit required by this section contains material exceptions and the material exceptions are not substantially corrected within 90 days of the delivery of the audit, the business improvement zone shall be dissolved in accordance with the zone plan upon approval of the dissolution by the governing body of the city or village in which the business improvement zone is located.

(5) The board shall publish an annual activity and financial report. The report shall be available to the public. Each year, every property owner shall be notified of the availability of the annual activity and financial report.

(6) As used in this section, "financial institution" means a state or nationally chartered bank or a state or federally chartered savings and loan association, savings bank, or credit union whose deposits are insured by an agency of the United States government and that maintains a principal office or branch office located in this state under the laws of this state or of the United States.

History: Add. 2001, Act 260, Eff. Mar. 1, 2002.

Popular name: Shopping Areas Redevelopment Act

125.990j Zone plan amendment.

Sec. 10j. A zone plan may be amended. Amendments shall be effective if approved by a majority of the property owners voting on the amendment at the annual meeting of property owners or a special meeting called for that purpose, with the votes of the property owners weighted in accordance with section 10f(2). A zone plan amendment changing any assessment is effective only if also approved by the governing body of the city or village in which the business improvement zone is located.

History: Add. 2001, Act 260, Eff. Mar. 1, 2002.

Popular name: Shopping Areas Redevelopment Act

125.990k Expiration of 7-year period; special meeting to approve new zone plan; notice.

Sec. 10k. (1) Prior to the expiration of any 7-year period, the board shall notify the property owners of a special meeting by first-class mail at least 14 days prior to the scheduled date of the meeting to approve a new zone plan for the next 7-year period. Notice under this section shall include the specific location, scheduled date, and time of the meeting.

(2) Approval of the new zone plan at the special meeting by 60% of the property owners of assessable property voting at that meeting, with the vote of the property owners being weighted in accordance with section 10f(2), constitutes reauthorization of the business improvement zone for an additional 7-year period, commencing as of the expiration of the 7-year period then in effect. If the new zone plan reflects any new assessment, or reflects an extension of any assessment beyond the period previously approved by the city or village in which the business improvement zone is located, the new or extended assessment shall be effective only with the approval of the governing body of the city or village.

History: Add. 2001, Act 260, Eff. Mar. 1, 2002.

Popular name: Shopping Areas Redevelopment Act

125.990l Dissolution.

Sec. 10l. (1) Upon written petition duly signed by 20% of the property owners of assessable property within a zone area, the board shall place on the agenda of the next annual meeting, if the next annual meeting is to be held not later than 60 days after receipt of the written petition or a special meeting not to be held later than 60 days after receipt of the written petition, the issue of dissolution of the business improvement zone. Notice of the next annual meeting or special meeting described in this subsection shall be made to all property owners by first-class mail not less than 14 days prior to the date of the annual or special meeting. The notice shall include the specific location and the scheduled date and time of the meeting.

(2) The business improvement zone shall be dissolved upon a vote of more than 50% of the property owners of

PRINCIPAL SHOPPING DISTRICTS AND BUSINESS IMPROVEMENT DISTRICTS

assessable property voting at the meeting. A dissolution shall not take effect until all contractual liabilities of the business improvement zone have been paid and discharged.

(3) Upon dissolution of a business improvement zone, the board shall dispose of the remaining physical assets of the business improvement zone. The proceeds of any physical assets disposed of by the business improvement zone and all money collected through assessments that is not required to defray the expenses of the business improvement zone shall be refunded on a pro rata basis to persons from whom assessments were collected. If the board finds that the refundable amount is so small as to make impracticable the computation and refunding of the money, it may be transferred to the treasurer of the city or village in which the business improvement zone is located for deposit in the treasury of the city or village to the credit of the general fund.

(4) Upon dissolution of a business improvement zone, any remaining assets of the business improvement zone shall be transferred to the treasurer of the city or village in which the business improvement zone is located for deposit in the treasury of the city or village to the credit of the general fund.

History: Add. 2001, Act 260, Eff. Mar. 1, 2002.

Popular name: Shopping Areas Redevelopment Act

125.990m Public meeting; compliance with open meetings act; public records; meeting location.

Sec. 10m. (1) The board shall conduct business at a public meeting held in compliance with the open meetings act, 1976 PA 267, MCL 15.261 to 15.275. Public notice of the time, date, and place of the meeting shall be given in the manner required by the open meetings act, 1976 PA 267, MCL 15.261 to 15.275.

(2) A meeting of property owners under section 10c shall be conducted at a public meeting held in compliance with the open meetings act, 1976 PA 267, MCL 15.261 to 15.275. Public notice of the time, date, and place of the meeting shall be given in the manner required by the open meetings act, 1976 PA 267, MCL 15.261 to 15.275.

(3) A writing prepared, owned, used, in the possession of, or retained by the business improvement zone in the performance of its duties under this chapter is a public record under the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246.

(4) All meetings of the board or property owners described in this act shall be conducted within the city or village in which the business improvement zone is or is to be located.

History: Add. 2001, Act 260, Eff. Mar. 1, 2002.

Popular name: Shopping Areas Redevelopment Act

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JB

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TOWN

Old Town
Commercial Association
Board of Directors

Frederick Hammond, President
Hammond Properties

Diane Burns, Vice President
The Vampire Club

Eric Hault, Treasurer
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Karen Steff, Secretary
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David Such, Member at Large
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Old Town Resident

Jodie Garcia
Old Town Property Owner

Jean Lodge
*Franklin Street Community
Housing Corporation*

Renee Owings
Compware

John Truscott
Truscott Group

Old Town Main Street
1232 Turner Street
Lansing, MI 48906
p: 517.485.4283
f: 517.485.4303

www.oldtownmainstreet.org
oldtown@oldtownmainstreet.org

From the 5-10-04 Council Meeting Packet
REFERRED TO THE COMMITTEE ON
PUBLIC SERVICE AND REFERRED
TO AD-HOC COMMITTEE ON
DOWNTOWN REVITALIZATION

IX B10

April 28, 2004

Lansing City Council

Mayor Tony Benavides
9th Floor City Hall
124 W. Michigan Avenue
Lansing, Michigan 48933

APR 29 2004

AGENDA

RECEIVED

Dear Mayor Benavides,

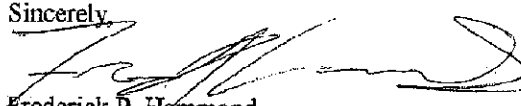
The Old Town Commercial Association is proud to be included in the Principal Shopping District, and we appreciate the work that they do for Lansing.

We have always valued the programs and assistance that the PSD offers to businesses within the OTCA boundaries, and feel fortunate that we directly benefit from the work that is being done by PSD staff and Board members.

The OTCA has always had a very open relationship with the PSD, which helps us to understand each other's goals and projects. Director Kevin Green sits on our Board of Directors as an ex officio member, and OTCA Director Laura Millard fills the same seat at the PSD's Board meetings. Our offices are in contact frequently, as the PSD aims to create programming that mutually benefits downtown and Old Town.

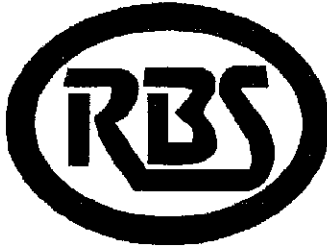
We hope that the City recognizes OTCA's relationship with the PSD as positive and solid. Our inclusion in the PSD is an asset that we consider to be invaluable.

Sincerely,


Frederick P. Hammond
President, Old Town Commercial Association

Cc: Kevin Green, Principal Shopping District
Lansing City Council

Our Mission: To facilitate the economic development of Lansing's Old Town area through the promotion of historic preservation, business recruitment and community outreach.



Romanow Building Services

A Division of Romanow Sales Co., Inc.
527 E. Grand River Avenue • Lansing, Michigan 48906
517-372-0700 • 800-589-7211 • Fax: 517-372-3830
www.romanow.com

April 28, 2004

AGENDA

Lansing City Council

APR 30 2004

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From the 5-10-04 Council Meeting Packet:
REFERRED TO THE COMMITTEE ON
PUBLIC SERVICE AND REFERRED
TO AD-HOC COMMITTEE ON
DOWNTOWN REVITALIZATION

Honorable Joan Bauer, President
Lansing City Council
City of Lansing
124 W. Michigan Avenue, 10th Floor
Lansing, Michigan 48933

Dear President Bauer:

The purpose of this letter is to urge the City Council's endorsement of the annual assessment enabling continued operation of the Principal Shopping District.

Romanow Building Services has been a proud resident of Lansing's Old Town since May of 1996. When expansion recently forced us to purchase larger facilities, we chose to remain a part of the Old Town Main Street business district, and purchased and refurbished the property formerly occupied by Ezray's Clothing Store on the corner of Larch Street and East Grand River. Though RBS is not a retail establishment, we believe strongly in the purpose and agenda of the PSD, and support its continued operation as an advocate of all businesses within the boundaries of the District.

I have personally had the opportunity to serve the Principal Shopping District as a member of the Maintenance Contract Subcommittee, and found the PSD staff and business volunteers to be a competent, dedicated group of individuals. Though economic times are tight, there are a variety of very positive things taking place in the area. The Old Town resurgence continues, and Downtown Lansing is fortunate to see progress such as the expansion of Lansing Community College and the construction of the Boji Complex. As the pendulum reverses and our local economy rebounds, the PSD will play a vital role in the promotion and growth of Downtown Lansing and the surrounding areas.

Your favorable consideration of this matter, as well as that of your colleagues on City Council, is kindly appreciated.

Very truly yours,

Bruce A. Turner
Operations Manager

cc: Principal Shopping District

CORPORATE OFFICE:
3093 Enterprise Drive • Saginaw, Michigan 48603
989-799-9610 • 800-992-8316 • Fax: 989-799-9626

124 W. Allegan St.
Lansing, MI 48933
Phone: (517) 377-3000
Fax: (517) 377-3004



7001 Orchard Lake Rd., Suite 422
West Bloomfield, MI 48322
Phone: (248) 626-3555
Fax: (248) 626-3444

Honorable Joan Bauer
Lansing City Council
124 W Michigan Ave.
10th Floor
Lansing, MI 48933

Lansing City Council

MAY 10 2004

RECEIVED AGENDA

Dear Council President Bauer,

I am writing to request the City Council's continued support for the PSD and the renewal of the annual assessment for its continued operation. As a land and business owner in the district, I have spent significant time with the PSD and the activities it supports. I can assure you that the funds spent for their efforts do not go to waste and are needed to forge ahead in creating a strong and vibrant downtown. The efforts of the PSD have been critical in supporting the businesses and potential businesses in the downtown area.

I feel it is therefore important for the Council to approve the 2004-05 PSD Assessment so that the businesses in downtown can rely on the PSD and their programs. The Co-Op Advertising Program, Business Directories, Advertising Opportunities and Sculpture in the Streets Program are important in keeping and attracting the businesses and customers to the downtown area.

Thank you for your time and consideration in reading this letter. Should you have any questions, please feel free to call.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Ronnie J. Boji', is written over a faint, large, stylized 'B' and 'G' logo.

Ronnie J. Boji
President
Boji Group
Boji Companies



425 South Grand Avenue
Lansing, Michigan 48933
517 • 374 • 6400
Serving Michigan Artists for 40 Years

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Advisory Board

Patricia Cook
James Davis
Robert Kleine
Gary McKay
Mary Ellen Sheets
R. Steven Trosty
Daniel Warmels

Executive Director
Catherine Allswede Babcock

Mission Statement

The Lansing Art Gallery
promotes public
awareness, enjoyment
and education
of the visual arts
through the support
of Michigan artists.

Lansing City Council

MAY 10 2004

RECEIVED

May 5, 2004

AGENDA

Honorable Joan Bauer
President, Lansing City Council
City Hall - 10th Floor
124 W. Michigan Ave.
Lansing, MI 48933

Dear Council President Bauer,

I am writing to request the Council's continued support for the annual Principal Shopping District (PSD) assessment. I have been associated with the *Sculpture in the Streets* project for the past three years. My involvement with this committee is to assist in the promotion of downtown as an active, safe and cultural community.

During my involvement, I have come to realize the importance of this committed group of individuals. This active organization creates strategies that will enhance the perception of downtown. As a downtown business and cultural facility, the Lansing Art Gallery directly benefits from the efforts of the PSD. It is important that visitors feel our downtown area is a worthy destination.

It is essential to continue the momentum that has developed over the past several years. I sincerely hope the Council will approve the PSD assessment. Thank you for your consideration.

Sincerely,

Catherine A. Babcock
Executive Director

cc: Kevin Green

Linn & Owen Jewelers

121 WEST WASHTENAW STREET
LANSING, MI 48933
(517) 482-0054

AGENDA

May 4, 2004

Honorable Joan Bauer, president, and members of the Lansing City Council
City Hall-10th Floor 124 W. Michigan Ave.
Lansing, MI 48933

Dear Council:

As a long-standing member of the Lansing Downtown business community, I would like to offer my support for the retention of the Principal Shopping District and the projects the people of the city have only begun through the organization's resources.

The PSD has only started the growth and impact it has the capacity to accomplish. Years of devotion and intense labors are beginning to result in new programs for our downtown. The same efforts are bringing events, awareness and excitement. Those in turn are bringing residents, business owners and large construction projects, all of which point to a vibrant and desirable "Cool City."

Don't be fooled that the PSD might not have been a key part in all that is beginning to happen. Don't let a good thing end before it comes to fruition. The PSD is run by a resourceful team that wants to succeed. They will work with every office, every business owner and every landowner to make this city what we all wish it to be. We need the PSD.

Sincerely,



Stewart Powell
Owner

Lansing City Council

MAY 10 2004

RECEIVED

JB

LANSING'S

OLD
TOWN

Old Town
Commercial Association
Board of Directors

Richard H. Hines, President
Hines Properties

Glenn E. Hines, Vice President
Hines Properties

Eric Hines, Treasurer
Hines Properties

Kevin Green, Secretary
Green Properties

David Scott, Member at Large
Scott Allen

Paul R. Hines
Capital City Reprographics

Regina Bell
Old Town Resident

Jodie Garcia
Old Town Property Owner

Jean Lodge
Franklin Street Community
Housing Corporation

Renee Owings
Compware

John Truscott
Truscott Group

Old Town Main Street
1232 Turner Street
Lansing, MI 48906
p: 517.485.4283
f: 517.485.4303
www.oldtownmainstreet.org
oldtown@oldtownmainstreet.org

April 28, 2004

Lansing City Council

Mayor Tony Benavides
9th Floor City Hall
124 W. Michigan Avenue
Lansing, Michigan 48933

APR 29 2004

AGENDA

RECEIVED

Dear Mayor Benavides,

The Old Town Commercial Association is proud to be included in the Principal Shopping District, and we appreciate the work that they do for Lansing.

We have always valued the programs and assistance that the PSD offers to businesses within the OTCA boundaries, and feel fortunate that we directly benefit from the work that is being done by PSD staff and Board members.

The OTCA has always had a very open relationship with the PSD, which helps us to understand each other's goals and projects. Director Kevin Green sits on our Board of Directors as an ex officio member, and OTCA Director Laura Millard fills the same seat at the PSD's Board meetings. Our offices are in contact frequently, as the PSD aims to create programming that mutually benefits downtown and Old Town.

We hope that the City recognizes OTCA's relationship with the PSD as positive and solid. Our inclusion in the PSD is an asset that we consider to be invaluable.

Sincerely,


Frederick P. Hammond
President, Old Town Commercial Association

Cc: Kevin Green, Principal Shopping District
Lansing City Council

Our hope is to facilitate the economic development of Lansing's Old Town area through the provision of historic preservation, business recruitment and community outreach.

May 3, 2004

AGENDA

Lansing City Council

MAY 12 2004

RECEIVED

Dear President Bauer and City Council Members,

It's time for you to consider the 2004-05 PSD Assessment and I'd like to go on record to strongly support PSD and ask for your continued support.

In the 30 years I owned a business in the 100 block of South Washington Square and now for the past two years still work in a hair salon, I've never worked with a downtown organization or association who keeps in touch so well with those of us who work in the downtown area.

- ✓ They create such a welcome feeling of community.
- ✓ Bring business owners & workers together to discuss positive ways to become and stay successful thru networking.
- ✓ Newsletters keep us aware of what's happening when we can't attend meetings
- ✓ Ribbon cutting ceremonies make newcomers feel so welcome.
- ✓ Sculpture in the streets were so cool! My clients are looking forward to the "Cars" this summer.

✓ And most importantly, Kevin and Barb do not live in an Ivory Tower... they are on the streets and visit the businesses, hear what we have to say, answer our questions, and make us happy to be part of the downtown area and of the PSD.

Thanks for your consideration.

And keep up the fine job you all are doing to make Lansing a city we can be so proud of!

Sincerely,

Roberta Albert, Cosmetologist

at Michael G's Hair Company
111 So. Washington Square

May 3, 2004

Honorable Tony Benavides
Mayor of Lansing
9th Floor, City Hall
124 W. Michigan Avenue
Lansing, MI 48933

Dear Mayor Benavides:

The Principal Shopping District would like to request a public hearing for June 7, 2004 to levy the special assessment that funds the PSD. The rates proposed, based on square footage, are listed below.

<u>Property Type</u>	<u>Zone A</u>	<u>Zone B</u>	<u>Zone C (North & South)</u>
1 st Floor Commercial	13.2 cents	9.2 cents	2 cents
2 nd Floor Commercial	6 cents	3.45 cents	1 cent
1 st Floor Parking Ramp	4.8 cents	4.6 cents	2 cents
2 nd Floor Parking Ramp	2.4 cents	2.3 cents	1 cent
Surface Parking Lots	4.8 cents	4.6 cents	2 cents
Vacant Land	1.2 cents	1.15 cents	1 cent
1 st Floor Industrial	2.4 cents	2.3 cents	2 cents
2 nd Floor Industrial	1.2 cents	1.15 cents	1 cent

The total assessment for the 01/05 fiscal year will be \$423,503.23. Thank you for your consideration regarding this matter.

Sincerely,

Kevin McKinney, Chairman
Principal Shopping District Board of Directors

Cc: City Assessor's Office
Ron Wilson, City Council Staff

BY THE COMMITTEE ON PUBLIC SERVICES

RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, the City of Lansing desires to encourage and support shopping and commercial activity in the Principal Shopping District area by public improvement to develop, redevelop, promote economic activity and provide for the maintenance, security and operation of the Principal Shopping District by such public improvement which especially benefits any property within a district; and

WHEREAS, the City of Lansing desires to encourage promotional efforts, business recruitment in all zones and physical improvements and maintenance services (in zone "A") of the Principal Shopping District; and

WHEREAS, the City of Lansing has determined that this should be provided through special assessment zones established for the purpose of financing Principal Shopping District activities; and

WHEREAS, the City of Lansing has determined that the cost of providing such services should be recovered by a special assessment against properties especially benefitted as authorized by Act No. 120 of the Public Acts of 1961, as amended, and Chapters 812 and 1026 of the Lansing Code of Ordinances; and

WHEREAS, the City of Lansing has reviewed the proposed special assessment boundaries; and

WHEREAS, the City of Lansing has also reviewed the proposed services within the boundaries with an estimated cost of these services,

NOW THEREFORE BE IT RESOLVED, that the special assessment zones for the Principal Shopping District are established by City Council as follows:

Principal Shopping District: Beginning at the intersection of West right-of-way line of S. Capitol Avenue and the north right-of-way line of W. St. Joseph Street, "Point of Beginning," North along S. Capitol Avenue right-of-way line to the center-line of W. Allegan Street, then east along the W. Allegan Street center-line to the center-line of S. Capitol Avenue, north along the S. Capitol Avenue center-line to the center-line of W. Saginaw Street, east along the W. Saginaw Street center-line to the west right-of-way line of N. Washington Avenue, north along the N. Washington Avenue right-of-way line to the north right-of-way line of W. Grand River Avenue, east along the W. Grand River Avenue right-of-way line to the west right-of-way line of Turner Street, north along the Turner Street right-of-way line to the north right-of-way line of Clinton Street, east along Clinton Street right-of-way to the east right-of-way line of Center Street, south along the Center Street right-of-way line to the north right-of-way line of Liberty Street, east along the Liberty Street right-of-way line to the center-line of N. Cedar Street, south along the N. Cedar Street center-line to the south right-of-way line of East Grand River Avenue, east along the E. Grand River Avenue right-of-way line to the west right-of-way line of N. Larch Street,

Approved for placement
on Council Agenda

Jack Roberts, Interim City Atty.

south along the N. Larch Street right-of-way line to the center-line of E. Shiawassee Street, east along the E. Shiawassee Street center-line to the west right-of-way line of the Conrail right-of-way, south along the Conrail right-of-way line to the south right-of-way line of E. Michigan Avenue, west along the E. Michigan Avenue right-of-way to the east right-of-way line of S. Larch Street, south along the S. Larch Street right-of-way line to the center-line of E. Kalamazoo Street, then west along E. Kalamazoo Street center line to the center-line of S. Larch Street, then south along the S. Larch Street center-line to the north right-of-way line of St. Joseph Street (extended), west along the St. Joseph Street right-of-way line (extended) to the Point of Beginning.

The Principal Shopping District, as described herein, shall contain zones as described below:

Zone A: Beginning at the intersection of the center-line of W. Shiawassee Street and the center-line of N. Capitol Avenue, the "Point of Beginning - A", east along the center-line of Shiawassee Street to the west right-of-way line of the Conrail right-of-way, south along the Conrail right-of-way line to the center-line of E. Michigan Avenue, west along the center-line of E. Michigan Avenue to the center-line of S. Cedar Street, south along the S. Cedar Street center-line to the center-line of E. Kalamazoo Street, west along the E. Kalamazoo Street center-line to the center-line of Museum Drive, northwesterly along the center-line of Museum Drive to the north line of Impression Five Condominium (extended), west along the said north line of Impression Five Condominium (extended) to the center-line of the Grand River, southeasterly along the center of the Grand River to the center-line of E. Kalamazoo Street, continuing along the center-line of E. Kalamazoo Street to the center-line of Grand Avenue, south along the Grand Avenue center-line to the center-line of W. Lenawee Street, west along the W. Lenawee Street center-line to the west right-of-way line of S. Capitol Avenue, north along the west right-of-way line of S. Capitol Avenue to the center-line of W. Allegan Street, then east along the W. Allegan Street center-line of W. Allegan Street to the center-line of S. Capitol Avenue, north along the S. Capitol Avenue center-line to the Point of Beginning - A.

Zone B: Beginning at the intersection of west right-of-way line of N. Washington Avenue and the north right-of-way line of W. Grand River Avenue, the "Point of Beginning - B," east along the W. Grand River right-of-way line to the west right-of-way line of Turner Street, north along the Turner Street right-of-way line to the north right-of-way line of Clinton Street, east along the Clinton Street right-of-way line to the east right-of-way line of Center Street, south along the Center Street right-of-way line to the north right-of-way line of Liberty Street, east along the Liberty Street right-of-way line to the center-line of N. Cedar Street, south along the N. Cedar Street center-line to the center-line of E. Maple Street, west along E. Maple Street center-line (as aligned) to the west right-of-way line of N. Washington Avenue, north along the N. Washington Avenue right-of-way line to the Point of Beginning - B.

Zone C - North: Beginning at the intersection of the center-line of N. Capitol Avenue and the center-line of W. Shiawassee Street, the "Point of Beginning - C (North)," north along the N. Capitol Avenue center-line to the center-line of W. Saginaw Street, east along the W. Saginaw Street center-line to west right-of-way line of N. Washington Avenue, north along the N. Washington Avenue right-of-way line to the center-line of E. Maple Street, east along E. Maple Street (as aligned) center-line to the center-

Approved for placement
on Council Agenda

Jack Roberts, Interim City Atty.

line of N. Cedar Street, north along the N. Cedar Street center-line to the south right-of-way line of E. Grand River Avenue, east along the E. Grand River Avenue right-of-way line to the west right-of-way line of N. Larch Street, south along the N. Larch Street right-of-way line to the center-line of E. Shiawassee Street, west along the E. Shiawassee Street Center-line to the Point of Beginning - C (North).

Zone C – South: Beginning at the intersection of the west right-of-way line of S. Capitol Avenue and the center-line of W. Lenawee Street, the “Point of Beginning – C (South),” east along the W. Lenawee Street center-line to the center-line of Grand Avenue, north along Grand Avenue center-line to the center-line of E. Kalamazoo Street, east along the Kalamazoo Street center-line to the center of the Grand River, northwesterly along the center line of the Grand River to the north line of Impression Five Condominium (extended), east along the north line of Impression Five Condominium (extended) to the center-line of Muscum Drive, southeasterly along the center line of Museum Drive to the center-line of E. Kalamazoo Street, east along the Kalamazoo Street center-line to the center-line of S. Cedar Street, north along the Cedar Street center-line to the center-line of E. Michigan Avenue, east along the E. Michigan Avenue center-line to the west right-of-way line of the Conrail right-of-way, south along the Conrail right-of-way line to the south right-of-way line of E. Michigan Avenue, then west along the E. Michigan Avenue right-of-way line to the east right-of-way line of S. Larch Street, south along the S. Larch Street right-of-way line to the center-line of E. Kalamazoo Street, west along the E. Kalamazoo Street center-line to the center-line of S. Larch Street, south along the S. Larch Street center-line to the north right-of-way line of St. Joseph Street (extended), west along the St. Joseph Street right-of-way line (extended) to the west right-of-way line of S. Capitol Avenue, then north along the S. Capitol Avenue right-of-way to the Point of Beginning – C (South).

BE IT FURTHER RESOLVED, that the Principal Shopping District public improvements and services be supported by a special assessment of these costs against the properties especially benefited as follows:

ZONE A – 13.2 cents per square foot for first floor and 6 cents per square foot for second floors and above, parking structures at the rate of 4.8 cents per square foot for the main floors and 2.4 cents per square foot for second floors and above, parking lots at 4.8 cents per square foot, vacant land at 1.2 cents per square foot, and industrial & manufacturing properties at 2.4 cents per square foot for the first floor and 1.2 cents per square foot for second floors and above; for a total of \$371,672.67.

ZONE B – 9.2 cents per square foot for first floor and 3.45 cents per square foot for second floors and above, parking structures at the rate of 4.6 cents per square foot for the main floors and 2.3 cents per square foot for second floors and above, parking lots at 4.6 cents per square foot, vacant land at 1.15 cents per square foot, and industrial & manufacturing properties at 2.3 cents per square foot for the first floor and 1.15 cents per square foot for second floors and above; for a total of \$20,471.80.

ZONE C (North & South) – 2 cents per square foot for first floor and 1 cent per square foot for second floors and above, parking structures at the rate of 2 cents per square foot for the main floors and 1 cent per square foot for second floors and above, parking lots at 2 cents per square foot, vacant

Approved for placement
on Council Agenda

Jack Roberts, Interim City Atty.

land at 1 cent per square foot, and industrial & manufacturing properties at 2 cents per square foot for the first floor and 1 cent per square foot for second floors and above; for a total of \$31,358.76.

BE IT FURTHER RESOLVED, that the cost and expense of making estimates, plans and assessments incidental to the preparation of the assessment and the role, and providing notices shall be included in the expense of the assessment.

BE IT FURTHER RESOLVED, that the Principal Shopping District public improvement and services be financed by a special assessment of these costs against the properties especially benefited as contained in the assessment Roll No. PSD03-A/ PSD03-B/ PSD03-C, compiled by the City Assessor and presented to Council with this resolution.

BE IT FURTHER RESOLVED, that in zones "A," "B," and "C" (North & South), all property owners whose assessment would otherwise exceed \$10,000.00 per one parcel, shall be capped at no more than \$10,000.00 per one parcel on an annual basis.

BE IT FURTHER RESOLVED, that in zones "A," "B," and "C" (North & South), any property owned by a non-profit entity which as received a Federal IRS Section 501(c)(3) non-profit designation shall have their property assessment capped at 40% of the proposed assessment rate; provided that said entity shall file with the City Assessor, not later than August 13, 2004 a written application for non-profit Principal Shopping District designation, together with a copy of said determination of IRS Section 501(c)(3) status.

BE IT FURTHER RESOLVED, that a public hearing be held June 7, 2004 at 7:00 p.m. in the City Council Chamber, 10th Floor City Hall, Lansing, Michigan to consider the establishment of the Principal Shopping District special assessment roll.

BE IT FURTHER RESOLVED, that the City Clerk publish notice of the hearing to confirm the special assessment roll in a newspaper of general circulation at least 10 (ten) days prior to the date of the hearing.

BE IT FINALLY RESOLVED, that the notice to the affected owners of the properties in said district be given in accordance with Chapter 1026 of the Lansing Code of Ordinances.

Approved for placement
on Council Agenda

Jack Roberts, Interim City Atty.

From: Ron Wilson
To: Front Desk Council; Gallant, Tina; Horn, Terese
Date: 5/4/04 10:10AM
Subject: Ad HOc Committee on Downtown Revitalization

Brian would like the Committee to meet on Friday, May 14 at 8 a.m. The topic will be the PSD.

IXB3

May 11, 2004

AGENDA

Joan Bauer, President
Lansing City Council
City Hall - 10th Floor
124 W. Michigan Ave.
Lansing, MI 48933


From the 5-24-04 Council Meeting Packet
REFERRED TO THE COMMITTEE ON
PUBLIC SERVICES AND REFERRED
TO THE AD HOC COMMITTEE ON
DOWNTOWN REVITALIZATION

RECEIVED
MAY 20 10:45
LA. CLEM

Dear Ms. Bauer,

I am writing to you in support of the PSD. I have served on many committees where the PSD is instrumental in organizing our thoughts and concerns for the Downtown Shopping District and in doing so make great strides to improve each of our businesses as a whole. If not for them, I'm afraid, as business owners we would all be going in different directions with different agendas and nothing would get accomplished. I feel that in the 3 years I have been a business owner downtown, the PSD has made many things possible such as Co-op advertising, E-Marketing, Lansing Incentive Program, and Downtown events just to name a few. I am in 100% support of the PSD and the programs it supports.

Thank you.


Karllyn Wickham
The Yellow Strawberry and aah Spa
107 S. Washington
267-1487

Lansing City Council

MAY 14 2004

RECEIVED



MINUTES

Ad Hoc Committee on Downtown Revitalization
Friday, May 14, 2004 – 8:00 a.m.
Tenth Floor Conference Room
City Hall

Call To Order

Councilmember Jeffries called the meeting to order at 8:00 a.m.

Roll Call

Council President Brian Jeffries, Chair
Councilmember Sandy Allen, Member – excused absence
Councilmember Geneva Smith, Member
Councilmember Carol Wood, Member

Others Present

Kevin McKinney, PSD Board of Directors
Patricia Cook, EDC
Kevin Green, PSD
Matt Weingarden, PSD
Barb Hicks, PSD
David Hayhow, PSD Board of Directors
Todd Cook, LRCC
Mark Latterman, representing downtown merchants
David Wiener, Mayor's Office
Tina Gallante, Council Staff

Public Comment on Agenda Items

Taken at time of agenda item.

Approval of Minutes

No minutes were acted upon.

DISCUSSION/ACTION

PSD

A brief overview of the PSD was given which included some of the changes that occurred over the years. Councilmember Jeffries brought up the fact there has been a lot of discussion on downtown maintenance issues within the PSD and felt an overall discussion to pinpoint some of the main concerns could begin dialog on solving some of the issues.

Mr. McKinney reported he chairs the maintenance committee. When they last went out for the RFP, they solicited over 100 companies and only received a handful of responses. They have gone through three contractors now, and have now attempted to try different approaches on the maintenance.

Mr. Green reviewed the financial impact of the maintenance budget as a result of not having an increase. Ms. Cook reviewed some of the history of the maintenance of the downtown committee. The City had to set up an ad hoc committee in order to participate in national revitalization funds available for downtowns. The goal and objective is that if contractors changed, there would be goals and objectives in place, which is what is before the Committee today.

Mr. Green reviewed the maintenance task schedule. They believe the key period is to move forward with the current bidding process. Mr. McKinney responded they did not anticipate the living wage. Councilmember Jeffries stated that the PSD is subject to the living wage. Mr. Green indicated there are six employees represented within the contract.

Councilmember Jeffries spoke on the trip that was taken by some of the Councilmembers to Grand Rapids. They were amazed by the cleanliness and façade improvements to the City. Was this a combined effort with the City and someone else? Mr. Green reported they do not yet know for

sure, but are of the understanding it is a dual effort between the City and someone else.

Councilmember Smith expressed her concern on the snow removal in the downtown area, especially around the parking meters. Ms. Cook noted that two separate entities are responsible for snow removal, the Public Service Department and the PSD, which sometimes conflict with each other. Councilmember Smith indicated that this City should be clean, if the contractor is not doing what they are suppose to be doing, they should be let go and get someone else. As the capital City we should do a better job at inviting people to come downtown. When she has spoken to downtown business owners, some have indicated they would be willing to pay a little more money to ensure its cleanliness, while there are others who are not satisfied at all with the PSD.

Ms. Cook reported they do not have the standard for what is needed, but the new contract will address those needs.

Mr. Latterman stated that in terms of the cost of the maintenance, his group recognizes there has been no increase in the assessment, and they acknowledge that does need to be looked at. In an appropriate structure, his clients would be willing to pay more because they recognize there is a problem.

Councilmember Jeffries questioned if there was any more money out of the \$250,000 that went to the Capital regional? Ms. Cook reported she does not believe so and cited some of the other matters that the money was used for out of the grant.

Are there any other grants available? Mr. Green reported there has not been a single community that has discussed use of grant funds for maintenance, they are just not available.

Mr. Cook, from the Lansing Regional Chamber of Commerce, commented there would have to be a plan as to how the money was going to be spent. It is a matter of how the PSD is going to move forward and that they not seen as an entity all by itself.

Mr. McKinney commented he hopes the Committee understands the PSD is trying to maintain a high standard. It is a constant, very labor intensive, monitoring effort on the part of the PSD staff to ensure the contractor is doing what they should be.

Councilmember Jeffries stated that he does not feel anyone at the table should have the belief that with the amount of money in this, clearly the money currently spent on maintenance is not sufficient to get the job

done. If we maintain the maintenance agreement at this amount, the services will continue to go down. We need to look at what the expectations are. He would like to know what the people downtown are thinking. First, determine what is the level of service the people would be satisfied with, then figure out what the cost is going to be and ascertain if there is support to fund it.

Mr. Cook commented there are a lot of shareholders downtown that have a number of concerns and he feels it would make sense to get all the issues out at once. Ms. Cook commented this causes her some concern, because it is the first time his group has voiced that there are other issues. Mr. Cook reported the other concerns are items the PSD may not be able to solve alone. Ms. Cook has seen how the PSD has become tied-in with EDC and the entire vision of downtown.

Mr. Latterman stated the smaller businesses need to be addressed by the larger businesses are paying the brunt. He feels the PSD is taking on too much for their budget. Concentration of retention of business should be addressed.

Mr. McKinney stated it would be helpful to articulate those concerns. He has spoken with many of Mr. Latterman's clients who have indicated they do support the PSD. The PSD started out doing special events, and then they realized they had to have a vision; the blue print of which to move forward. They are doing a retention program and their services are very fluid. They are responsive to their shareholders.

Councilmember Smith commented she knows that some of the business owners have an issue with the PSD marketing. Mr. McKinney then asked that she share those concerns with the PSD on a regular basis. He has heard some of those concerns, but not from her before.

Mr. Hayhow added that their PSD committee is made up of the shareholders. The decisions they make are driven by that constituency. The only way the PSD can address concerns, is if they are communicated to them. They welcome any comments any time, but they need to know about them.

Councilmember Jeffries recapped some of the concerns addressed:

- Maintenance issues.
- Marketing efforts.
- Retention efforts.
- Structure of the PSD, whether it is part of the City or not.
- The assessment.
- Communication of issues and concerns.
- Where the PSD does fit in with the vision and development of the downtown?
- What should the State's share be and their roll?
- Convention Visitor's Bureau funding.

Mr. Wiener added that the common goal is a healthy downtown and to explore and learn ideas together. He urges not to get too negative because he does feel there is a good structure.

Councilmember Jeffries questioned the Convention Visitors Bureau funding. Mr. McKinney reported he is on the board now, but was not when they pulled out of the program. He feels it is worthy of revisiting that issue.

Mr. Wiener spoke on other issues that are ongoing which is developing the downtown as an entertainment district, Cool Cities, and strengthening the arts.

Mr. Latterman offered that the issue of the State is important and would offer his assistance in resolving it.

Councilmember Jeffries reported he will get the information outlined and call another meeting.

ADJOURN

The meeting was adjourned at 9:40 a.m.

Tina M. Gallante
Senior Legislative Assistant
Lansing City Council

Approved by the Committee on 6-15-04

Appropriate documents attached to original set of minutes.



MINUTES

Ad Hoc Committee on Downtown Revitalization

Friday, May 14, 2004 – 8:00 a.m.

Tenth Floor Conference Room

City Hall

Call To Order

Councilmember Jeffries called the meeting to order at 8:00 a.m.

Roll Call

Council President Brian Jeffries, Chair

Councilmember Sandy Allen, Member – excused absence

Councilmember Geneva Smith, Member

Councilmember Carol Wood, Member

Others Present

Kevin McKinney, PSD Board of Directors

Patricia Cook, EDC

Kevin Green, PSD

Matt Weingarden, PSD

Barb Hicks, PSD

David Hayhow, PSD Board of Directors

Todd Cook, LRCC

Mark Latterman, representing downtown merchants

David Wiener, Mayor's Office

Tina Gallante, Council Staff

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Ms. Cook reported they do not have the standard for what is needed, but the new contract will address those needs.

Mr. Latterman stated that in terms of the cost of the maintenance, his group recognizes there has been no increase in the assessment, and they acknowledge that does need to be looked at. In an appropriate structure, his clients would be willing to pay more because they recognize there is a problem.

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ADJOURN

The meeting was adjourned at 9:40 a.m.

Tina M. Gallante
Senior Legislative Assistant
Lansing City Council

Approved by the Committee on _____.

Appropriate documents attached to original set of minutes.

MAY 20 2004 23:27

LANS CITY COUNCIL



Brian - Take a look @
these when you have
a chance & let me
know - Thank
5/19 Ting

MINUTES

Ad Hoc Committee on Downtown Revitalization

Friday, May 14, 2004 - 8:00 a.m.

Tenth Floor Conference Room

City Hall

Call To Order

Councilmember Jeffries called the meeting to order at 8:00 a.m.

Roll Call

Council President Brian Jeffries, Chair
Councilmember Sandy Allen, Member - Excused Absent
Councilmember Geneva Smith, Member
Councilmember Carol Wood

Others Present

Kevin McKinney, PSD Board of Directors
Patricia Cook, EDC
Kevin Green, PSD
Matt Weingarden, PSD
Barb Hicks, PSD
David Hayhow, PSD Board of Directors
Todd Cook, LRCC
Mark Latterman, Citizen
David Wiener, Mayor's Office
Tina Gallante, Council Staff

DRAFT

Public Comment on Agenda Items

Taken at time of agenda item.

Approval of Minutes

No minutes were acted upon.

DISCUSSION/ACTION

PSD

A brief overview of the PSD was given which included some of the changes that occurred over the years. Councilmember Jeffries brought up the fact there has been a lot of discussion on downtown maintenance issues within the PSD and felt an overall discussion to pinpoint some of the main concerns could begin dialog on solving some of the issues.

Mr. McKinney reported he chairs the maintenance committee. When they last went out for the RFP, they solicited over 100 companies and only received a handful of interested parties. They have gone through three contractors now, and have now attempted to try different approaches on the maintenance.

~ response ~

Mr. Green reviewed the financial impact of the maintenance budget as a result of not having an increase. Ms. Cook reviewed some of the history of the maintenance of the downtown committee. The City had to set up an ad hoc committee in order to participate in national revitalization funds available for downtowns. The goal and objective is that if contractors changed, there would be goals and objectives in place, which is what is before the Committee today.

Mr. Green reviewed the maintenance task schedule. They believe the key period is to move forward with the current bidding process. Mr. McKinney responded they did not anticipate the living wage. Councilmember Jeffries is ~~definitely within~~ the living wage. Mr. Green indicated there are six employees represented within the contract.

~ subject to

Councilmember Jeffries spoke on ~~the company from Grand Rapids and the trip that was taken by some of the Councilmembers. They were amazed by the cleanliness and façade improvements to the City. Was this a combined effort with the City and someone else?~~ MR. Green reported

~ stated that the PSD

~ to Grand Rapids.